

MARINE CORPS HOUSING MANAGEMENT MANUAL

(4) Total Adequate (Column d). The sum of column (a) plus column (b) plus column (c).

(5) Total Substandard (Column e). The number of units designated as substandard. Substandard Yen, RAF, etc., housing units regardless of how operated (include previously reported as foreign source substandard).

(6) Adequate and Substandard Total (Column f). The sum of column (d) plus column (e).

(7) Mobile Home Spaces (Column g). The number of Government-owned mobile home spaces (excluding those spaces occupied by Government-owned mobile homes included in column (e)).

(8) DoD Sponsored (Column h). These are domestic rental guarantee units obtained through the 802 Acquisition Program (formerly reported as Wherry Unacquired, Section 810, Rental Guarantee, columns J1 thru J3 of the old maintenance report).

d. Row Headings for this Report are Described as: Total Inventory - Lines 12 thru 18

(1) Line 12 - Previous Total. This preprinted line shows the total number of units (active plus inactive) under the control of your installation, on the last day of the reporting period. Any corrections to line 12 must be approved by the cognizant EFD and explained in a keyed footnote on an attached sheet. This line should be identical to the present total line from the prior year's report.

(2) Line 13 - New Adds. Enter the number of units acquired by means other than conversion during the reporting period. If you are reporting a category of housing for the first time, cite the approval authority and source of the acquired housing on an attached sheet.

(3) Line 14 - Conversion Gains. Enter for each category of housing the number of units added by conversion, improvement, or other action that caused a change in status during the report period; include both those which change from substandard to adequate, as well as those that create new DoD family housing facilities. Conversions will be reported as accomplished as of the beneficial occupancy date.

(4) Line 15 - Conversion Losses. Enter the number of units permanently lost by conversion, diversion, or other action that caused a change in status during the report period; include loss of one unit due to combining of two units to one or actions which upgrade family housing as well as those which convert to nonfamily use.

(5) Line 16 - Disposals. Enter the number of units disposed of and lease cancellations, except for permanent conversions and diversions which occurred for any reason during the report period. Disposals will be reported as effective the date the units are removed from the Defense

MARINE CORPS HOUSING MANAGEMENT MANUAL

Family Housing Property Account. A report of excess houses to the GSA is not considered a disposal until the property is accepted by GSA. Installations will ensure that family housing units so excessed will be included in this report until such time as final disposition occurs. In those cases where all housing or the entire installation is inactivated or excessed, the cognizant EFD will submit this report until final disposition. Until the property is removed from the property account, the units should be shown as inactive on line 19.

(6) Line 17 Other Losses. Enter the number of units lost due to damage or destroyed due to fire, natural causes, etc., during the report period.

(7) Line 18 Present Total. For each column enter the total number of units (active plus inactive) on the inventory the last day of the report. This line is the sum of the entries in lines 12 through 17 ($12 + 13 + 14 - 15 - 16 - 17 = 18$).

e. Line 19 Through 23 Pertain To Inactive Inventory

(1) Line 19 Previous Inactive Total. This data will be pre-printed by FACSO and should reflect the number of inactive units on the inventory as of the last day of the preceding report period. This data should be identical with the Present Inactive Total of the preceding report. Any corrections to previous totals must be explained in a keyed footnote on an attached worksheet.

(2) Line 20 Reactivations. Enter the number of units reactivated during the report period.

(3) Line 21 Inactivations. Enter the number of units inactivated during the report period.

(4) Line 22 Inventory Losses. Enter the number of inactive units dropped from the Defense Family Housing Property Account during the report period. This includes disposals and all other losses of inactive units.

(5) Line 23 Present Total Inactive. For each column enter the number of units that were inactive the last day of the report period. This line is the algebraic sum of entries in lines 19 through 22 ($19 - 20 + 21 - 22 = 23$).

f. Line 32 Pertains to Inactive Units to be Excessed. Enter the number of inactive units reported which will be excessed to the GSA prior to the next report. On line 32(a), enter inactive adequate units to be excessed of those reported on line 23, column (d). On line 32(b) enter inactive substandard units to be excessed of those reported on line 23, column (e).

g. Lines 24 through 31 Pertain to Vacancy Information. This section can be completed with relative ease if information on move-ins and move-outs are recorded daily and subtotaled on a monthly basis.

MARINE CORPS HOUSING MANAGEMENT MANUAL

(1) Line 24 Move Outs. Enter under each category the number of move outs during the report period.

(2) Line 25 Move In. Enter under each category the number of move ins during the report period.

(3) Line 26 Gross Available Occupancy Days. Enter the gross number of unit days available for occupancy in the report period. This is computed by multiplying the number of units active for each category for the entire reporting period by the number of days in the report period (365 or 366 for leap year). Individual computations are required for units that were not available for occupancy during the entire report period. When you have inactive units shown on line 19 deduct the number from line 23 and multiply the result by the number of days in the reporting period. To this total add or subtract as appropriate the number of days available for those units which were reactivated or inactivated during the period.

Examples of Line 26 Calculations

Installation "A" has 200 units. All were available for occupancy during the entire reporting period (Oct 1 through Sep 30).

$$200 \times 365 = 73000$$

Total Gross Available Occupancy Days

Installation "B" has 200 units. One hundred ninety units were available for occupancy during the entire reporting period. Ten units were inactivated on Oct 1 due to fire damage. Five units were reactivated upon occupancy on March 1. Three units were reactivated upon June 1. The remaining 2 units are still inactive.

$$190 \times 365 = 69350$$

(190 units active Oct 1 - Sep 30)

$$5 \times 214 = 1070$$

(5 units active Mar 1 - Sep 30)

$$3 \times 122 = 366$$

(3 units active Jun 1 - Sep 30)

$$70786$$

Total Gross Available Occupancy Days

Another way to check your figures would be to calculate the number of down days and subtract them from the total possible days if all units were active:

Installation "C" has 150 units. All were available for occupancy during this report period. Fifty units were constructed with a beneficial occupancy date of April 15. The total inventory for the 30 September report is 200.

$$150 \times 365 = 54750$$

(150 units available Oct 1 - Sep 30)

$$50 \times 169 = 8450$$

(50 units available Apr 15 - Sep 30)

$$63200$$

Total Gross Available Occupancy Days

Note that in all 3 examples the installations each had 200 units in their inventory as of 30 September, yet each installation reported a different number of total gross available occupancy days. This occurred

MARINE CORPS HOUSING MANAGEMENT MANUAL

because each experienced different inventory actions within the reporting period.

(4) Line 27 Vacant Major Rehabilitation. Enter the number of days active units were vacant for major rehabilitation, repair, alterations or conversion work.

(5) Line 28 Net Available Occupancy Days. Subtract line 27 from line 26 and enter the difference.

(6) Line 29 Vacant Minor Maintenance. Enter the number of days that active units were vacant for change of occupancy maintenance. Formerly reported as routine maintenance.

NOTE: Although individual situations must be considered on their particular points, the following generalities may be used in distinguishing between the routine M&R and major rehabilitation:

Routine M&R will ordinarily consist of cleaning, refinishing, painting, and other minor repairs that can be expected incident to one occupancy. In this sense, it will be expected that the same type of work will be performed again after one other occupancy, and the full extent of such work would not normally be expected to exceed one work week.

Major rehab will ordinarily consist of the replacement of wall, replacement of a floor, complete re-wiring of the unit, and other items of a major nature which have been accumulating for some time and which must now be performed.

(7) Line 30 Vacant and Available. Enter the number of days active units were vacant other than major rehab or minor maintenance. Units acquired either by new construction, conversion, leasing, etc., should have figures reflected here from the day of beneficial occupancy to the date of the first occupancy.

(8) Line 31 Net Vacancy Percent. To determine the net vacancy percent divide the sum of lines 29 and 30 by line 28. Enter the percentage figure (by moving the decimal two places to the right) and round to two decimal places.

h. Lines 33 through 37 Pertain to Adequate Inactive Designation. Columns (a) Officer; (b) Enlisted E9-E4; (c) Enlisted E3-E1. For each line enter the number of units by bedroom and paygrade designation which are reported as inactive on line 23 column (d).

i. Lines 38 through 41 Pertain to Waiting List Data

(1) Column (a) Families on the Waiting Lists. For each line enter the number of families on all adequate waiting lists as of the last day of the report period. Each member must be counted only once regardless of the number of waiting lists they may be on.

MARINE CORPS HOUSING MANAGEMENT MANUAL

(2) Column (b) Families on Substandard Waiting Lists. For each line enter the number of families on all substandard waiting lists. Each family must be counted only once regardless of the number of waiting lists they may be on.

(3) Column (c) Waiting Time - Adequate. For each paygrade enter the average number of months a military member must wait for adequate quarters. Entries should be made in increments of whole months; e.g., two weeks should be entered as one month, less than two weeks should be zero.

(4) Column (d) Waiting Time - Substandard. For each paygrade enter the average number of months a military member must wait for substandard quarters.

5. Instructions for Completing the Family Housing Inventory Designation and Assignment Report (DD Form 1411) figure C-2

a. General

(1) This part of the report provides information on the number and size (bedroom count) of adequate and substandard family housing units by the pay grade group for which they are designated and occupied, as of 30 September of each year.

(2) Adequate inventory data reported on DD Form 1410 line 18 column (d) less line 23, column (d) must equal the total active adequate units designation reported on DD Form 1411, line 16 column (j) for the same period. Substandard total inventory reported on DD Form 1410 line 18 column (e) less line 23 column (e) must equal the substandard total one line 16 column (k) as reported on DD Form 1411 for the same period.

b. Lines 1 through 10 Pertain to Header Data

c. Lines 11 through 15 Pertain to Active Adequate Units Designation

(1) The numbers in this section reflect the entries from the previous report period and will be pre-printed by FACSO.

(2) Enter the total number of active adequate units by the number of bedrooms which have been designated for use by the various pay grade groups indicated in column headings (a-k). This data will reflect the pay grade groups for which the units have been designated, not the pay grade of the current occupant.

(3) If there have been no changes in designation, reactivations, inactivations, and acquisitions, there will be no change made in this section. If there have been deactivations, inactivations, etc., the numbers must be changed to reflect the total number of adequate units available at the end of the report period. If there have been inadequate units reported as conversion gains or new additions, the numbers will have to be added to the appropriate adequate grade designation by bedroom composition. Conversely, if there have been any disposals, conversions or other losses of adequate units they must be removed by grade designation

MARINE CORPS HOUSING MANAGEMENT MANUAL

and bedroom composition. Housing units designated for civilians will be reported under the respective military equivalent pay grade group.

(4) If there is no designation of enlisted units by senior/junior personnel, the total number of enlisted units will be entered in the Senior enlisted column.

d. Column (a) 010-07, Column (b) 06, Column (c) 05-04, Column (d) W4-W1.

e. Column (e) Officer Total: For each line enter the sum of columns (a) + (b) + (c) + (d).

f. Column (f) E9-E7, Column (g) E6-E4, Column (h) E3-E1.

g. Column (i) Enlisted Total: For each line, enter the sum of columns (f) + (g) + (h).

h. Column (j) Total Active Adequate Units: For each line enter the sum of column (e) + (i). Data on line 16 column (j) must equal the difference between the total adequate inventory reported on line 18 column (d) of DD Form 1410 less the inactive adequate inventory reported on line 18 column (d) of the DD Form 1410 for the same report period.

i. Column (k) Total Active Substandard Units: For each line, enter the number of substandard units by number of bedrooms. Data on line 16 column (k) must equal the difference between the total active substandard inventory reported on line 18 column (e) of the DD Form 1410 and the total inactive substandard inventory reported on line 23 column (e) of the DD Form 1410 for the same reporting period.

j. Line 16 Total: For each column enter the sum of lines 11 + 12 + 13 + 14 + 15.

k. Lines 17 through 28 Pertain to Active Adequate Units Assigned.

1. Columns (a) through (d) and (f) through (h). Enter the number of occupants by the sponsors pay grade designation for lines 17 through 23. Include members of other services, unaccompanied families (families authorized to remain in quarters while the sponsor is absent) and civilians.

m. Line 29 Pertains to Total Occupied. For each column enter the sum of lines 17 + 18 + 19 + 20 + 21 + 22 + 23. (Lines 24 through 28 are not added because they are already included in lines 17 through 23.)

n. Line 30 Pertains to Total Vacant. For each column enter the number of vacant units at end of the report period.

o. Line 31 Pertains to Total Active Adequate. For each column enter the sum of lines 29 + 30. The numbers for each column should equal the total for the corresponding column on line 16 (line 16 column (c) must equal line 31 column (c)).

MARINE CORPS HOUSING MANAGEMENT MANUAL

p. Lines 32 through 35 Pertain to Occupancy by Service and TAR Report.
For each military service enter the number of families who occupy quarters at your installation which is broken out by officer, enlisted, etc. These figures must accurately reflect assignments to family housing quarters as of 30 September, and should reconcile with the DD Form 1411 worksheet for the corresponding report period.

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX D

FAMILY HOUSING RENTS AND CHARGES

1. Text Reference. See paragraphs 1203, 1216.6, 1225.1, 1231.4, and 1231.11b.

2. General Information

a. Information. Rents and charges established for Marine Corps family and mobile home spaces are determined per the provisions of this appendix, and other DoD and DON instructions which are applicable to the Marine Corps.

b. Applicability. Family housing, funded under the FH,N&MC when operated on a rental basis, including:

(1) Adequate public quarters occupied by civilians, except in those areas where such quarters are provided to civilians in lieu of a housing allowance authorized in civilian personnel regulations (see paragraph 1203.1).

(2) Inadequate Government-owned quarters reported per paragraph 1203.2 under the substandard housing category.

c. Policy. It is the policy of the DON to establish rents and charges for quarters on the basis of the reasonable value of the accommodations as determined by comparison with equivalent private rental facilities and modified by allowance adjustments. Rent schedules and charges for utilities furnished by the Government (i.e., not paid directly to the utility company by the tenant) shall be adjusted periodically. An exception to the periodic appraisal may be granted by the CMC upon request or as provided for in this Manual. Such exception may be granted when:

(1) The present fair rental value exceeds 75 percent of the military occupant's BAQ.

(2) It is clearly indicated that a reappraisal will not result in a fair rental value lower than 75 percent of the occupant's BAQ.

3. Establishing Rents and Charges. Rental rates and charges for facilities made available in connection with the occupancy of rental quarters shall be based on the reasonable value of the quarters and facilities to the occupant in the circumstances under which the quarters and facilities are provided, occupied, or made available. Rates may not be set to provide an inducement in the recruitment or retention of personnel or as a means to encourage the occupancy of the other Government quarters. Instructions for determining rents and charges for mobile home spaces are provided in chapter 1, section 3 of this Manual. Professional fee appraisers will be used to conduct all appraisals.

MARINE CORPS HOUSING MANAGEMENT MANUAL

a. Adjustments

(1) Periodic (Cycle Year) Adjustments Based on Survey of the Private Rental Market.

(a) Every fifth year or when the basic rental rate has been increased by 30 percent through application of the rent series of the U.S. city average Consumer Price Index (CPI), whichever comes first.

(b) Every third year if for any reason valid and realistic comparability with private rental rates has not been established.

(c) Any year when changes in the private rental market in the nearby established community indicate a need to adjust basic rental rates on the basis of a survey of the rental market.

(2) Annual (Interim Year) Adjustments Based on Changes in the CPI.

Annual adjustment in the basic rental rate to be effective 1 February of each year shall be made applying the percent change in the CPI from the month in which the previous adjustment was based. Though effective in February, the adjustment shall be based on the preceding September CPI data.

(a) When the private rental market survey is made during the months of August through January, no CPI adjustment will be made on the upcoming 1 February but will be deferred until the following February. Such CPI adjustments will be based on the changes in the CPI from the actual date of the survey through the upcoming September.

(b) When the private market survey is scheduled to be made during the months of February through July, no CPI adjustment will be made on 1 February of that year but will be deferred until 1 February of the following year.

(3) Newly Acquired Quarters. The initial survey to establish comparability with private rental accommodations shall be made upon acceptance of the facility, and the corresponding rental rates shall be made effective upon occupancy. The initial CPI adjustment in rental rates shall be made as follows:

(a) When the initial survey of the private rental market is made during the months of February through July, the initial CPI adjustment will be made on the upcoming 1 February.

(b) When the initial survey of the private rental market is made during the months of August through January, the initial CPI adjustment will be made on the procedure set forth in paragraph 3a(2)(a) of this appendix.

b. Determining Utility Charges. Utility charges shall be determined as prescribed in MCO 7310.14.

MARINE CORPS HOUSING MANAGEMENT MANUAL

4. Responsibilities of the Family Housing Director/Manager. The Family Housing Director/Manager will ensure the rents and charges are adjusted as appropriate per the provisions of this Manual. The Director/Manager will notify the tenants of any changes in rents and charges no later than the first day of the month preceding the effective date.

5. Substandard Quarters. It is Marine Corps policy that assignment of Marine Corps managed substandard quarters generally should be restricted to junior enlisted personnel. Personnel promoted or otherwise becoming eligible for adequate public quarters may be allowed to remain in inadequate quarters. These personnel may be placed on the waiting list for adequate public quarters as of the date they become eligible. Installation commanders may authorize higher ranking personnel to voluntarily occupy inadequate quarters at their option. Substandard quarters will not be used as temporary housing while awaiting assignment to adequate quarters or when vacating adequate quarters.

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX E

FAMILY HOUSING SELF-HELP PROGRAM

1. Text Reference. See paragraph 1401.7.

2. Purpose. The occupant of Marine Corps family housing shall not be solely responsible for maintenance of their quarters but is requested to assist the Marine Corps in its effort to provide adequate economic housing to as many military families as possible. Simple household-type repairs and maintenance tasks which are normally performed by tenants require an inordinate expenditure of housing maintenance funds. Occupants taking responsibility for some of the simpler tasks will conserve these funds and further the goal of providing better housing for all military families.

3. Application

a. Occupants of Marine Corps family housing are responsible for proper maintenance of their quarters. This responsibility, insofar as practicable, includes the same routine housekeeping and related servicing of their living units and immediate grounds as would be expected of tenants in private housing. Section 4, part B of chapter 1 delineates specific occupant responsibilities. This appendix is not intended to conflict with those responsibilities.

b. A backlog of maintenance and repair exists in Marine Corps family housing. Funding constraints and the shortage of skilled craftsmen at the installations make it essential that the major effort of these artisans be concentrated on the more comprehensive and difficult maintenance tasks. However, numerous maintenance jobs now being performed by or restricted to skilled craftsmen may be within the capability of the occupants to perform. This self-help concept will ensure that all available funds are programed primarily for major requirements which can only be accomplished by skilled maintenance personnel or contractual forces. This will result in more efficient operation and maintenance of family housing assets within existing resources and provide better housing for Marine Corps families.

c. Paragraph 7 of this appendix provides examples of types of work which are considered appropriate for a self-help program, subject to local approval by installation commanders.

4. Limitations

a. Work authorized under the self-help program is limited to maintenance and minor repairs only. Extensions, expansions, alterations, and improvements are specifically excluded.

b. The use of Government-furnished materials, equipment, and technical assistance is authorized in the accomplishment of self-help projects if:

(1) The self-help project is in the nature of normal or routine maintenance and repair, such as the clearing of minor plumbing stoppages and limited interior touchup painting.

MARINE CORPS HOUSING MANAGEMENT MANUAL

(2) The material and/or technical assistance provided is available locally within financial constraints.

c. The term "self-help," as defined by this Manual, does not apply to the following:

(1) Projects accomplished under work order by military personnel who are permanently assigned or temporarily detailed to maintenance or public works departments.

(2) Projects which would involve working in or about utility systems of the structure, including but not limited to electric, gas, and air-conditioning.

5. Supervision

a. The operation of the self-help facility is a function of the housing organization. Adjustments to the working hours of the housing staff are allowed in order to accommodate the occupants.

b. When possible, qualified personnel should be made available to provide technical guidance and supervision, as required, in the execution of self-help tasks.

c. It is recommended that instruction periods be periodically scheduled to acquaint newly arrived occupants with the method by which normal or routine tasks may be accomplished and the procedures for obtaining tools and materials. The instructions should be given by qualified maintenance personnel and cover all types of preventive maintenance, repairs, and housekeeping expected of the occupants. The instructions should, in addition, advise occupants as to the proper procedures to obtain approval of self-help projects and the availability of technical guidance.

6. Materials and Tools

a. Materials to be stocked and made available to occupants should be of the type normally requiring no specialized skill or knowledge for application. Consider maintaining a supply of fertilizer, grass seed, furnace filters, fuses, paint, floor tile, caulking, and small hardware items, such as faucet washers, hinges, screws, sink stoppers, and other similar items.

b. Lawn cutting and grounds care are normally the occupant's responsibility. However the installation may maintain a reasonable inventory of lawn care equipment and materials to ensure these items are available to all family housing occupants.

c. The family housing officer shall be responsible/accountable for all materials and tools previously described.

7. Types of Self-Help Projects. The projects listed herein are suggested as suitable for self-help. Occupants are not to be limited by the list and are encouraged to submit additional ideas to installation commanders.

MARINE CORPS HOUSING MANAGEMENT MANUAL

- a. Adjustments to building hardware. Loose screws in hinges, doors, windows, and fixtures can damage the structure. The occupant can correct the problem with a screwdriver.
- b. Freeing of plumbing stoppages. Many plumbing stoppages can be cleared with hand plungers; some more serious ones can be cleared by commercial chemical compounds available within the exchange system.
- c. Replacement of washers and other readily accessible fixtures. Worn-out washers in faucets make the fixture difficult to operate and waste water. Most washers can be replaced with simple handtools and very little expertise.
- d. Cleaning/replacement of heating and/or air-conditioning filters. The normal care of most heating/air-conditioning systems is well within the mechanical capabilities of housing occupants. Improvements in cleanliness and operation are well worth the small effort required for the cleaning/replacing of these filters by the housing occupants.
- e. Replacements of and repairs to screens. Temporary or permanent repairs to screens can sometimes be accomplished by occupants with very little inconvenience or effort, thereby avoiding the need for expensive routine service calls. Government materials and tools may be made available for this purpose. Since many of the requirements result from accidents and, therefore, cannot be considered normal wear and tear, occupant participation in the repair is appropriate. However, it is not intended that occupants be permitted/required to attempt repairs which are beyond their capabilities.
- f. Spreading of fertilizer and the planting of grass seed. Lawn care, to the extent expected of tenants in private housing, is the responsibility of the occupant of military-owned family housing. Accordingly, the spreading of Government-provided fertilizer and grass seed can be reasonably expected of the occupant, within guidance and time provided by the installation.
- g. Replacement of broken or worn floor and wall tile. Minor replacements of broken floor and wall tile, which require no special aptitudes and very little effort, should be accomplished by the occupants with materials provided by the installation. Many capable occupants would willingly accomplish these minor replacements in order to enjoy the aesthetic and practical advantages. Extensive floor and wall tile replacement programs should be accomplished through regular family housing repair programs.
- h. Caulking of exterior and interior surfaces, such as around sinks and windows. Prompt replacement of loose and deteriorated caulking noticed by the occupant can be readily accomplished by the occupant. The work is neither difficult nor time consuming and requires very little in the way of tools and materials. Advantages accrue to the occupant in terms of comfort and improved appearance. The installation benefits through elimination of a source of occupant dissatisfaction, conservation of manpower, and correction of a deficiency which result in extensive deterioration of the facility.

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX F

OCCUPANTS' RESPONSIBILITY AND LIABILITY FOR MARINE CORPS FAMILY AND BACHELOR HOUSING

1. Text Reference. See paragraphs 1402, 1516.10, 2003.1, and appendix G.
2. Purpose. This appendix provides the policy guidance concerning occupants' responsibilities for the care and maintenance of family housing and occupants' liability for damage to family and bachelor housing, equipment or furnishings.

3. Background

- a. Prudent housing management involves a reasonable degree of responsibility by the occupant for the care and maintenance of the housing unit assigned to the member.

- b. Public law and DoD guidance provide that action may be taken to obtain voluntary or involuntary deductions from the member's pay for the cost of repairs or replacement due to loss or damage of family and bachelor housing, equipment, or furnishings caused by abuse or negligence, and the cost of cleaning when a family housing occupant fails to satisfactorily clean the unit upon termination of assignment.

4. Policy

- a. Family housing occupants are responsible for routine maintenance, minor repair, operation, housekeeping, and related servicing of an assigned dwelling, Government-owned furnishings, and maintenance of designated grounds as would be expected of tenants in private rental housing. Occupants are provided clean, livable, well-kept quarters and are required, upon vacating, to return the assigned quarters and the assigned grounds in a clean condition, ordinary wear and tear excepted.

- b. Bachelor quarters residents shall be responsible for routine housekeeping and for reporting items for repair or replacement to the appropriate bachelor quarters management personnel.

- c. All occupants shall be clearly informed of their responsibilities and potential liabilities when assigned Government quarters (family or bachelor). Occupants held accountable for any loss or damage of Government property will be given due process protection per DoD 7200.10-M (NOTAL). The monthly rate of collection for damages or loss will be as shown in DoD Pay Manual, tables 7-7-3 and 7-7-6.

- d. The assigned occupant is liable for loss or damage to any Government family or bachelor housing unit, equipment, or furnishings caused by abuse or negligence of the occupant and occupant's dependents or guests. The occupant is responsible to correct any loss or damage caused by abuse or negligence, or reimburse the Government. Occupants will be given the opportunity to voluntarily reimburse the Government. Determination of liability is made per DoD 7200.10-M. In making determinations of liability and waivers, the following definitions shall be used:

MARINE CORPS HOUSING MANAGEMENT MANUAL

(1) Abuse. Conduct evidenced by unauthorized use, willful neglect, or damage to Government property.

(2) Negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances.

(3) Gross Negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act. Abandonment of quarters by the occupants shall be considered to be gross negligence.

(4) Willful Misconduct. Conduct evidenced by intentional damage, destruction, or loss of Government property.

e. The maximum financial liability an occupant may incur is limited to an amount equivalent to 1 month's base pay, collected as provided for in DoD Pay Manual, tables 7-7-3 and 7-7-6. This liability limitation does not apply if the commanding officer of the activity having management control of family or bachelor housing assets determines that the damage or loss has been the result of:

(1) Gross negligence or willful misconduct by the occupant.

(2) Gross negligence or willful misconduct by the occupant's dependents or a guest of either the occupant or the occupant's dependents. In the absence of evidence to the contrary, occupants are presumed to be aware of risks involved when inviting guests upon the premises.

f. Nothing in paragraph 4e, preceding, will restrict or limit the right of the United States to seek full recovery from available insurance owned by the occupant to the limit of the actual loss or damage for which the occupant or the occupant's dependents and guests is determined to be liable.

g. The CMC has been delegated the authority to compromise or waive claims pursuant to Title 10, U.S.C. 2775, if, based upon the unique circumstances of the individual case, it is determined that the compromise or waiver of the claim is in the best interest of the United States.

h. Appendix G provides a condition of occupancy form for family housing occupants to be completed so that all service members are aware and understand the rules regarding occupant responsibilities and liabilities when assigned Marine Corps family housing.

5. Action. Activity commanders shall issue appropriate instructions implementing the policies contained in this appendix.

6. Reserve Applicability. This appendix is applicable to the Marine Corps Reserve.

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX G

CONDITION OF OCCUPANCY FORM FOR MILITARY FAMILY HOUSING

1. Text Reference. See appendix F.
2. Occupancy. _____ is assigned to _____ to be occupied as military family housing of the United States on _____.
(date)
3. Occupant Use. The occupants shall use the premises solely as a single-family residence for themselves and their dependents. Use of the unit for any other purpose, including the shelter of any additional number of persons, except temporary guests, is prohibited without prior written consent of the housing representative. Temporary guests are those persons who occupy property for no more than 3 consecutive weeks.
4. Good Repair. Except as otherwise provided herein, the housing authority shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to the abuse or negligence of the occupant, their dependents or guests during occupancy. Repairs or replacement of equipment provided due to normal wear and tear shall also be at the expense of the housing authority.
5. Pets. If pets are allowed on the premises, the occupants understand that arrangements for having the house flea bombed and deticked as necessary and arrangements for cleaning carpeting (if any) at the termination of occupancy are their responsibility. The occupants further understand that any damage caused to the unit or grounds by their pet(s) is also their responsibility.
6. Condition of Property. The housing authority and the occupant inspected the property, and both parties agree that the property is in a fit and habitable condition. Any discrepancy items noted by the occupant shall be submitted in writing and received by the housing authority generally within 15 days of occupancy.
7. Plumbing and Appliances. The occupant shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as condition permits and shall attempt to unclog and keep clear all waste pipes, drains, and water closets where possible. At the termination of occupancy, all appliances and equipment shall be in good working order and the premises shall be in good clean condition, normal wear and tear excepted.
8. Use and Repair of Facilities. The occupants shall use all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other fixtures, facilities, and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, their dependents, or guests beyond normal wear and tear shall be repaired at the occupants' expense.
9. Damaging Property. If the occupant willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, the occupant shall be held responsible for the damages.

MARINE CORPS HOUSING MANAGEMENT MANUAL

10. General Maintenance. The occupants shall at their own expense: (a) keep up and preserve in good condition any lawn, vines, shrubbery and gardens and keep all fences in good repair, normal wear and tear excepted; (b) remove leaves, sticks and other debris that accumulate on the property; (c) promptly remove ice and snow as necessary or required; (d) furnish their own light bulbs; (e) replace or repair all broken or damaged glass, screens and locks occurring during their occupancy, normal wear and tear excepted. Any repairs or replacements of property, equipment, or appliances required due to the abuse or negligence by acts of commission or omission of the occupants, their dependents or guests, shall be paid for by the occupant. The consent of the housing manager must be obtained before the occupant places any exceptionally heavy articles, such as water beds, in the unit which may damage the unit's structural integrity.
11. Notice of Defects or Malfunction. The occupant shall promptly notify the housing office whenever the structure, equipment or any fixture contained therein becomes defective, broken, damaged or malfunctions in any way.
12. Occupant Conduct. Occupants shall conduct themselves in a manner that will not disturb their neighbors.
13. Health and Safety. The occupant shall comply with all health and safety regulations imposed by the local command.
14. System Overloads. The occupant shall not install or use any equipment that will overload any gas, water, heating, electrical, sewage, drainage, or air-conditioning systems of the assigned premises.
15. Smoke Detectors. It is the responsibility of the occupant to check smoke detectors periodically during occupancy and replace batteries as necessary to keep the smoke detectors in proper working condition and to report any malfunctions to the housing office.
16. Insurance. It is recommended that the housing occupant who may be held liable for damage or loss to the family housing unit equipment, or furnishings, obtain a comprehensive insurance policy which provides for protection of their personal property and the unit to which they are assigned.
17. Redecorating and Alterations. The occupant shall obtain written consent from the housing authority before redecorating or making any alterations, additions, or improvements. Such alterations may, at the option of the housing authority, remain with the property or be removed by the occupant. When removing such alterations the premises shall be returned to its original condition at the expense of the occupant.
18. Periods of Absence. The occupant shall notify the housing office whenever extended absences from quarters are anticipated.
19. Access to Property by the Housing Managers and their Duly Designated Representatives. Upon reasonable notice to the occupant and at reasonable times, the installation commander or a duly designated representative may enter

MARINE CORPS HOUSING MANAGEMENT MANUAL

the premises to: (a) inspect the property, (b) make necessary repairs, alterations or improvements, and (c) supply necessary or agreed upon services. If the occupants are not at home when the premises are to be entered, the housing representative shall have (in decreasing order of preference) a representative from the occupant's command or unit, a security officer, or a disinterested third party accompany them when entering the quarters.

20. Neglect and Costs. If at any time during the term of this occupancy, the housing authority is required to make repairs to the property or its equipment for damages caused by the abuse or negligence of the occupant or the occupant's dependents or guests, the occupant understands that the repairs shall be made at the occupant's expense. As appropriate, the housing occupants should be afforded the right to complete the necessary repairs either by outside contractor or on their own.

I HAVE READ, AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

Sponsor
Date

Date

Housing Representative

Spouse

Date

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX H

INSTRUCTIONS FOR COMPLETING DD FORMS 1391 AND 1391c

1. Text Reference. See paragraphs 1813 and 1823.1.

2. General Information

a. Completed DD Form 1391 (Military Construction Project Data) (figure H-1) essentially provides a description of the work to be done and the justification for improvement or major repair projects, as well as physical data description of the facility and lump sum estimated costs. This document is used to provide comprehensive information necessary for review of a project at each approval authority level, including Congress.

b. The DD Form 1391c (Military Construction Project Data--continued) (figure H-2) shall be used when additional space is required to complete items 10 and 11 (description of proposed construction/requirement on DD Form 1391). Heading information required for DD Form 1391c shall reflect the same information contained on the DD Form 1391 heading. NAVFAC P-930 shall be used for guidance in preparing DD Form 1391c when not covered herein.

c. Additionally, a separate DD Form 1391c will be submitted on each project for the purpose of providing supporting documentation. Do not use the same DD Form 1391c used for continuation of DD Form 1391.

d. The DD Form 1391 shall be completed as instructed in the following paragraphs and, for purposes of the program, submitted for improvement and major repair projects.

3. Instructions for Completing DD Form 1391 (1 Dec. 1976), Military Construction Project Data. The instructions below apply to all facility groups. ALL COSTS MUST BE SHOWN IN CURRENT YEAR DOLLARS - DO NOT ESCALATE! Refer to figure H-1 for additional clarification.

a. ITEM 1 - COMPONENT. Enter "MARINE CORPS"

b. HEADING. Enter the fiscal year of planned accomplishment.

c. ITEM 2 - DATE. Enter the date prepared (e.g., 26 Sep 1989). Subsequent revisions should reflect new dates.

d. ITEM 3 - INSTALLATION AND LOCATION. Enter the official name of the installation and location, city and state or city and country as contained in the SNDL. Do not abbreviate. Use code name or designations only when necessary to preclude security classification or when an official name is not available.

MARINE CORPS HOUSING MANAGEMENT MANUAL

e. ITEM 4 - PROJECT TITLE. Include the type of work being done, i.e., repair or improvement, the facilities involved, and the name of the housing site.

f. ITEM 5 - PROGRAM ELEMENT. Leave blank.

g. ITEM 6 - CATEGORY CODE. Leave blank.

h. ITEM 7 - PROJECT NUMBER. Each project will be assigned a project number by the originating installation. Identification numbers will not be changed during the life of the project even if the project is carried into subsequent years. Changes or revisions in scope or estimated cost should be indicated by adding to the number "(Rev. 1), (Rev. 2)" and so on.

i. ITEM 8 - PROJECT COST (\$000). Enter the total estimated project cost in thousands of dollars rounded to one decimal place. This amount must be the same as the TOTAL REQUEST ESCALATED shown in the "cost" column in Item 9.

j. ITEM 9 - COST ESTIMATES. Summarize work items from the detailed listing included on the Cost Estimate, NAVFAC 11013/7, described in appendix I. The total cost of these items, to be inserted at the bottom of the "cost" column, must be the same as the amount reported in Item 8.

(1) ITEM. Provide a brief description of the proposed work as described in Item 9 above.

(2) U/M (Unit of Measure): Use the accepted two character abbreviation (e.g., SF, SY, LF, EA, et cetera) associated with each "item" listed. Where it is not feasible to show a unit of measure, use LS (Lump Sum).

(3) QUANTITY. Enter the required number of units of measure comprising the "item" entry. Where "LS" is the unit of measure, enter a dash.

(4) UNIT COST. From the Cost Estimate, enter the appropriate unit costs, EXCLUDING both ESCALATION and the OVERHEAD AND PROFIT (OH&P), for each "item" entry where a unit of measure is indicated. If the unit of measure is "LS," enter a dash.

(5) COST (\$000). EXCLUDING both ESCALATION and OVERHEAD AND PROFIT (OH&P), enter the cost for each "item" in thousands of dollars, rounded to one decimal place (e.g., \$58,370 = \$58.4). If "quantity" and "unit" columns are completed, this entry should be the product of those numbers.

(a) ENGINEERING ESTIMATE. List "ENGINEERING ESTIMATE" in the "item" column and, in the "cost" column, enter the sum of the costs entered. This figure should be the same as the "engineering estimate" from the respective facility group cost estimate.

(b) OVERHEAD AND PROFIT. Enter the appropriate total from the respective facility group Cost Estimate. In the "item" column, indicate "CONTRACTOR OVERHEAD AND PROFIT" or "ACTIVITY OVERHEAD," as appropriate, followed, in parentheses by the percentage applied.

MARINE CORPS HOUSING MANAGEMENT MANUAL

(c) SUBTOTAL. List "SUBTOTAL" in the "item" column and, in the "cost" column, enter the sum of the costs shown.

(d) CONTINGENCY. List "CONTINGENCY" in the "item" column followed, in parentheses, by the appropriate rate. Justify any rate exceeding 5 percent. Multiply the rate times the "subtotal" and enter the result in the "cost" column.

(e) TOTAL CONTRACT COST. List "TOTAL CONTRACT COST" in the "item" column and, in the "cost" column, enter the sum of the "subtotal" and the "contingency" costs.

(f) SUPERVISION, INSPECTION, AND OVERHEAD (SIOH). List "SIOH" in the "item" column followed, in parentheses, by the appropriate rate as stipulated in NAVFACINST 7820.1. Multiply this rate times the "total contract cost" and enter the result in the "cost" column.

(g) DESIGN. In the "item" column, list "DESIGN" followed, in parentheses, by the appropriate rate (note: statutory limit is 6 percent). Multiply the rate times the "total contract cost" and enter the result in the "cost" column. For improvement projects, enclose this entry in parentheses to indicate it is nonadditive.

(h) TOTAL REQUEST (FY __ DOLLARS): List "TOTAL REQUEST (FY __ DOLLARS)" in the "item" column showing the fiscal year of the cost estimate. In the "cost" column, enter the sum of the "total contract cost," "SIOH," and "design" if appropriate.

(i) TOTAL REQUEST ESCALATED. Enter "TOTAL REQUEST ESCALATED" in "item" column followed, in parentheses, by the escalation factor(s) applied to the "total request" to reflect the value of the project in the proposed program year. This entry should be made here and in Item 8.

(j) Note the additional work to be done in the "item" column if repairs are to be accomplished along with improvements (or vice versa), under the same or concurrent contracts, by use of other funds. Enter the amount of such other funding in parentheses in the "cost" column, but do not add it to the "total request" or "total request escalated."

k. ITEM 10 - DESCRIPTION OF PROPOSED CONSTRUCTION. Provide a clear and concise description of all principal features of the required work and its correlation with the various data entered in Item 9 whether the units are designated for flag, general, field grade or company grade officers, SNCO, NCO, or junior enlisted or both officers and enlisted.

1. ITEM 11 - REQUIREMENT. At the end of item 10, draw a line across the page, border to border, and add "11. REQUIREMENT." The survival of a project through the various review levels often depends on the information contained in this section. It is vital, therefore, that the data be presented in a clear, concise, and convincing manner. Should additional space be required, use a separate DD Form 1391c.

MARINE CORPS HOUSING MANAGEMENT MANUAL

(1) PROJECT. Provide a one sentence statement indicating what this project provides.

(2) REQUIREMENT. Provide detailed, informative statements as to precisely why the project is needed. Use positive statements to support the requirement and avoid the use of such words as "inadequate," "uneconomical," and "necessary" unless they are fully explained.

(3) CURRENT SITUATION. Describe how and under what conditions the requirement is presently being met. Comments should support the stated requirement and include the identity and description of the facility as well as the reason they are considered unsuitable for continued use.

(4) IMPACT IF NOT PROVIDED. Describe the manner and extent of impact on the housing of military personnel if the project were not approved.

(5) RELATED PROJECT. Enter the title and number of each previous or current project which is related to this project in any way (if applicable).

(6) ADDITIONAL INFORMATION. Any pertinent information which does not appropriately belong under one of the preceding headings (use if applicable).

4. Instructions for Completing DD Form 1391c (1 Dec. 1976), Military Construction Project Data Supporting Documentation. The instructions below apply to supporting documentation for each project. Refer to figure H-2 for clarification. Use as many sheets as necessary to provide the information requested. This form may also be used as a DD Form 1391 continuation sheet, but do not use the same sheet for both purposes.

a. ITEMS 1 thru 4. Enter the information from the corresponding blocks of the DD Form 1391.

b. ITEM 5 - PROJECT NUMBER. Enter the number from block 7 on the respective DD Form 1391.

c. SUPPORTING DOCUMENTATION

(1) Unit Composition and Billet Designation.

(a) Enter the number of dwelling units and buildings affected, the building type (single, duplex, townhouse, apartment, trailer space, garage, community center, et cetera) and number of stories (including finished basements), number of bedrooms in each unit, number of baths, normal occupant rank or rating (irrespective of the category code), and the appropriate category code from the NAVFAC P-72.

(b) Enter the number of units, the year built, when and how they were acquired (construction program, transfer from another agency, conversion to family housing, et cetera), the estimated remaining useful life as family quarters after the project is completed, and the type of construction (frame, masonry, combination, other = explain).

MARINE CORPS HOUSING MANAGEMENT MANUAL

(c) Identify any billet designated quarters and indicate the billet for which it is designated.

(2) Repair and Improvement Projects. In project number sequence, enter the project number, a brief project description, the date (month and year) of completion or acceptance (contract completion date if ongoing), and the actual cost (award amount if ongoing) of all repairs and improvements completed during the past 5 years associated with the facility group involved. If none, enter the last major work performed in the same format. For all replacements and repairs of specific parts on equipment, show the date and cost of the last such replacement or repair regardless of when done. For instance, if a new furnace or roof is required, state the date and cost of the last replacement. For projects involving general officer quarters, the total operations cost and the total maintenance cost applicable to each unit for each of the past 5 years must also be shown.

(3) Proposed Method of Accomplishment.

(a) Identify the proposed method of accomplishment (station forces, contractor, combination).

(b) Determine if the proposed project is to be accomplished at one time. If not, explain. Improvement projects of a magnitude which will require funding in more than 1 year must include the complete phased plan indicating the scope of work, estimated cost (including escalation), and number of units included in each phase.

(4) Photographs. The submission of photographs in connection with projects is encouraged. Photographs should be included in project submissions to clearly illustrate the need to accomplish certain work. Photographs of unit exteriors showing facilities requiring changes, or the location of proposed additions, as well as interior pictures showing conditions to be corrected and the relationship with surrounding areas are most helpful for proper project evaluation. Good, clear photographs could mean the difference between routine approval and extended delay due to necessary clarification.

(5) Drawings. Each project should include drawings or sketches to scale which indicate the existing locations for the proposed work.

(6) Other. Provide other information necessary to evaluate a project, such as:

(a) For restoration projects, provide estimates for the replacement cost of the facility as well as the demolition expenses required if the project is not approved.

(b) For air-conditioning projects, identify the type of system to be installed and capacity in tons. Proposed air-conditioning systems must comply with the energy efficiency ratios contained in NAVFACINST 4100.5, Design Criteria Guidance for Energy Conservation.

MARINE CORPS HOUSING MANAGEMENT MANUAL

(c) For conversion projects, provide the estimated cost of constructing new quarters for the proposed occupant and the economic advantages of accomplishing the proposed work. The method of analysis as defined and prescribed in NAVFAC P-442, Economic Analysis Handbook, should be used in determining the most advantageous alternative to satisfy the requirement. The results of the analysis should be submitted as supporting data with the project documents.

(d) For projects in foreign areas, indicate the international balance of payments (IBOP) data as required in enclosure (1) to NAVFACINST 11010.14.

(e) Provide other information considered appropriate.

(7) Remaining Repair or Improvement Work Required. Briefly identify other unapproved repair or improvement work required to all other facilities at the project site. If none, so state.

MARINE CORPS HOUSING MANAGEMENT MANUAL

1. COMPONENT Marine corps		FY 1990 MILITARY CONSTRUCTION PROJECT DATA			2. DATE 26 SEP 1989	
3. INSTALLATION AND LOCATION Marine Corps Base, Anywhere			4. PROJECT TITLE Repairs to 500 family housing units in Goodland Heights			
5. PROGRAM ELEMENT		6. CATEGORY CODE	7. PROJECT NUMBER AW-H-002-M2		8. PROJECT COST (\$000) \$3,232.8	
9. COST ESTIMATES						
ITEM		U/M	QUANTITY	UNIT COST	COST (\$000)	
Replace Attic insulation		UN	500	466	233.0	
Repair deteriorated roofs		UN	500	2,982	1,491.0	
Replace furnaces		UN	500	769	384.5	
					<hr/>	
Engineering Estimate					2,108.5	
Contractor's OH&P (25%)					527.1	
Subtotal					<hr/>	
Contingency (5%)					2,635.6	
Total Contract Cost					<hr/>	
SIOH (6% x Total Contr Cost)					131.8	
Design (6% x Total Contr Cost)					2,767.4	
Total Request (FY 89 Dollars)					166.1	
Total Request Escalated					166.0	
(FY 90 = *4.5%)					<hr/>	
					3,099.5	
					<hr/>	
					3,232.8	
<p>* figure used only for purpose of this example</p>						
10. DESCRIPTION OF PROPOSED CONSTRUCTION						
<p>This project encompasses all repairs required to officer and enlisted Capehard housing units in Goodland Heights: remove existing roofing, repair and replace decayed roof structures, cover with new roofing; replace settled attic insulation; and install new gas furnaces throughout.</p>						
11. REQUIREMENTS.						
<p>PROJECT: Correct deficiencies in insulation, roofs, and furnaces.</p>						
<p>REQUIREMENTS: Roofs in the area are no longer weathertight. Insulation in the attics has settled and is not at original R-values. Original furnaces, now at the end of their useful lives, need replacing.</p>						
<p>CURRENT SITUATION: Some structural damage has resulted from leaky roofs. Lack of adequate insulation is contributing to high utility bills. Service calls are increasing on furnaces which are 20 years old.</p>						
<p>IMPACT IF NOT PROVIDED: Further delays in roof repair will accelerate structural decay and possibly damage personal belongings. Energy for heating the underinsulated units will continue to be wasted. Dollar savings will result if the attic insulation is installed at the time of the roof repairs. Furnace parts are increasingly difficult to find, making repairs time consuming and expensive. O&M costs would be reduced by installing energy efficient furnaces.</p>						

DD FORM 1391
1 DEC 78

PAGE NO

Figure H-1.--Completed DD Form 1391.

MARINE CORPS HOUSING MANAGEMENT MANUAL

1. COMPONENT USMC	FY 19 <u>90</u> MILITARY CONSTRUCTION PROJECT DATA	2. DATE 26 SEP 1989
3. INSTALLATION AND LOCATION MCB ANYWHERE, ANYWHERE, US		
4. PROJECT TITLE Repairs to 500 family housing units in Goodland Heights		5. PROJECT NUMBER AW-H-002-M2

1. UNIT COMPOSITION AND BILLET DESIGNATION

a. Units (Bldgs)	Bldg Type (Stories)	BR	Baths	Rank	Cat Code
120 (60)	Duplex (1)	2	1	Enl	711-25
200 (200)	Single (1)	3	1	Enl	711-25
80 (80)	Single (2)	4	1 1/2	Enl	711-25
30 (30)	Single (1)	2	1 1/2	Off	711-26
50 (50)	Single (1)	3	1 1/2	Off	711-26
20 (20)	Single (2)	4	2	Off	711-26

b. Units	Yr Built	Acquired	Life	Type Construction
400	1961	FY 60 Capehart	25	Frame
100	1962	FY 60 Capehart	25	Frame w/ brk veneer

c. N/A.

2. REPAIR AND IMPROVEMENT PROJECTS (last 5 yrs)

Project No.	Description	Completed	Cost/Awd
HR-3-76	Replace kitchen flooring (100 units)	09/78	\$ 36,378
HC-17-78	Install dishwashers (500 units)	07/79	106,412
HR-10-79	Replace 18 DHW heaters	11/79 CCD	17,500

This project will replace the original furnaces which are 20 years old.

3. PROPOSED METHOD OF ACCOMPLISHMENT

a. Contractor.

b. No increments.

4. PHOTOGRAPHS (see attached)

5. DRAWINGS (see attached)

6. OTHER N/A

7. REMAINING REPAIR & IMPROVEMENT WORK REQUIRED

PROJECT NO.	Work Required	Est. Cost
AW-H-201-M2	Replace boilers, kitchen counter tops (100 units)	\$264.0K
AW-H-202-M2	RE-ROOF, Replace water lines, street lights	831.4K
AW-H-301-M2	Repair Housing Project Office, repair sidewalks, resurface streets	62.5K

DD FORM 1391c
1 DEC 76

PREVIOUS EDITIONS MAY BE USED INTERNALLY
UNTIL EXHAUSTED

PAGE NO.

Figure H-2.--Completed DD Form 1391c.

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX I

INSTRUCTION FOR COMPLETING NAVFAC FORM 11013/7

1. Text Reference. See paragraphs 1812 and 1822.
2. General Information. The completed form NAVFAC 11013/7 (Cost Estimating Form) (see figure 1-10) provides a breakdown of the total estimated costs of a project request. Itemized cost estimates shall be sufficiently detailed to permit accurate determinations at the appropriate levels of approval authority, including the DOD level. The instructions below apply to all facility groups. ALL COSTS MUST BE SHOWN IN CONSTANT YEAR DOLLARS - DO NOT ESCALATE! Refer to figure E-1 for clarification.
3. Heading Blocks. Record the following:
 - a. INSTALLATION AND LOCATION. Enter the official name of the installation and location, city and state or city and country, as contained in the SNDL. Do not abbreviate. Use code name or designations only when necessary to preclude security classification or when an official name is not available.
 - b. PROJECT TITLE. Include the type of work being done; i.e., repair or improvement, the facilities involved, the name of the housing site, and any other appropriate information.
 - c. IDENTIFICATION NUMBER. Each project will be assigned an identification number by the originating installation.
4. Other Heading Blocks. Complete the other blocks as appropriate. For repair or improvement projects, formulated under the whole-site concept, separate detailed forms are to be prepared indicating the costs to perform the work identified to each facility group. For projects involving improvements and repairs to be accomplished concurrently, a separate cost estimate is to be prepared showing the engineering estimate, in detail, for each portion of the facility group included in the project. Sizes and quantities will be stated for each item of material. Lump sum entries should be avoided. Materials and labor to accomplish each portion of the project will be listed at the price a contractor may be expected to pay. Do not include overhead and profit at this time. When these items are summed they will constitute the "engineering estimate." Support costs will then be included, in addition to the engineering estimate, and summed as follows.
5. Columnar Headings. For air-conditioning projects, include cost breakdowns as itemized. For other projects, record the following:
 - a. Item (or Feature) Description. Itemize standard components, or units, or project work and materials, or equipment. When applicable, include such units of work as excavation; concrete work, such as footings, slabs, structural, etc.; masonry, structural steel; rafters and trusses; roof sheathing; roofing; windows; doors; interior floors, such as asphalt and ceramic tile; wall construction, such as ceramic tile, plaster, plasterboard, etc.; exterior and interior painting; electrical wiring fixtures, outlets, and switches; plumbing

MARINE CORPS HOUSING MANAGEMENT MANUAL

on a rough and fixture basis; heating, furnace and ducts, piping and radiators, and special equipment; removal of existing structural item; and installation of cabinets and shelving. For those items or components of work where one or two words fail to completely define the item, the description should be expanded so that the cost estimate can be evaluated and confirmed. For example, "door interior" should be further identified as to size, thickness, type, and material. When applicable, Federal specification numbers are acceptable.

b. Column 2, Quantities, No. of Units. Quantities of work units or components listed in column 1, consistent with sound engineering practice.

c. Column 3, Quantities, Unit. Standard abbreviations or symbols for units of measure listed in NAVFAC P-72 to describe the project component quantity recorded in column 2. Use "EA" for each and "LS" for lump sum.

d. Columns 4 and 5, Material Costs. The cost per unit of the quantity in column 2 and the total material cost which is derived by multiplying the unit shown in column 4 by the number of units in column 2. The cost of Government-furnished materials (raw or fabricated form) is to be shown at procured costs. When a project is to be performed under contract, record reasonable costs of material to be paid by the contractor; and, if Government--furnished material and equipment are to be used, identify each cost separately.

e. Columns 6 and 7, Labor Costs. The unit cost based on engineering estimate of manpower (installation labor forces and operators of equipment), and the total labor cost which is derived by multiplying the unit shown in column 6 by the number of units in column 2.

f. Columns 8 and 9, Engineering Estimates. The sum of the unit costs shown in columns 4 and 6 and the sum of the costs shown in column 5 and 7 for each item listed in column 1.

6. Engineering Estimate

a. Subtotals. Record the sum of the entries recorded in column 9.

b. Adjustment of Engineering Estimate. For projects to be performed by contract, apply to the "subtotal" cost recorded in column 9, the appropriate percentage factor (normally 25 percent) to allow for commercial expenses (contractor's profit, overhead, insurance, taxes, social security, and the like), and add the result to obtain the "adjusted subtotal."

7. Total Project Cost. To the "subtotal" add the following:

a. The result obtained by applying a 5 percent factor for contingencies.

b. When applicable, fees for contractual architectural and engineering services (6 percent), as well as supervision, inspection, and overhead (SIOH).

MARINE CORPS HOUSING MANAGEMENT MANUAL

NAVJAG 11013/7 (1-78) Supersedes NAVDOCKS 2417 and 2417A		COST ESTIMATE		DATE PREPARED 22 SEP 89		SHEET OF 1 1		
ACTIVITY AND LOCATION		CONSTRUCTION CONTRACT NO		IDENTIFICATION NUMBER				
Marine Corps Base, Anywhere Anywhere, US		ESTIMATED BY John Smith		CATEGORY CODE NUMBER 711-25, 711-26				
PROJECT TITLE Replace Furnaces, Repair Roofs, and Replace Insulation 500 Capehart Units		STATUS OF DESIGN <input checked="" type="checkbox"/> PED <input type="checkbox"/> 30% <input type="checkbox"/> 100% <input type="checkbox"/> FINAL <input type="checkbox"/> Others (Specify)		JOB ORDER NUMBER				
ITEM DESCRIPTION	QUANTITY *		MATERIAL COST		LABOR COST		ENGINEERING ESTIMATE	
	NUMBER	UNIT	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
Patch & Replace Damaged Roof Rafters	38	B.F.	0.47	17.86	0.31	11.78	0.78	30
Replace Damaged Roof Sheathing	81	S.E.	0.52	42.12	0.37	29.97	0.89	72
New Flashing	12	L.F.	1.04	12.48	1.01	12.12	2.05	25
New Roofing	28	SQ.	63.00	1,724.00	25.00	700.00	88.00	2,464
Caulking	172	L.F.	0.11	18.92	0.99	170.28	1.10	189
Exterior Painting (tough-up)	460	S.F.	0.05	23.00	0.39	179.40	0.44	202
Furnace	1	E.A.	395.00	395.00	59.00	59.00	454.00	454
Duct Work	119	lbs.	0.56	67.00	2.08	248.00	2.65	315
Attic Insulation	1165	S.E.	0.18	209.70	0.22	256.30	0.40	466
Engineering Estimate								4,217
500 units								2,108,500
Contractor's OH&P	(25%)							527,125
Subtotal								2,635,625
Contingency	(5%)							131,781
Total Contract Cost								2,767,406
SIOH (6%)								166,045
Design (6%)								166,045
Total Request								3,099,496

S/N 0105 (F-010-1335)

* This hsg proj. has 100-4 br, 250-3 br, & 150-2 br units - these quantities represent a proj average

Figure I-1.---Cost Estimate for Dwellings.

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX J

INSTRUCTION FOR PREPARING THE FAMILY HOUSING REPIAR AND IMPROVEMENT
PROJECT STATUS REPORT (REPORT SYMBOL MC-11101-28)

1. Text Reference. See paragraphs 1820 and 1821.1
2. Format. Annual Family Housing Repair and Improvement Projects Status Report (Report Symbol MC-11101-28). The format for the report is contained in figure 1-4 and will be generated locally. The report is due to the CMC (LFF) by 31 October of each year.
 - a. Format. The Annual Family Housing Repair and Improvement Projects Status Report will be completed by each activity managing Marine Corps family housing assests. The report should identify all unfunded projects, and all funded-but-not-yet-reported-completed projects. The reports will begin with the fiscal year of the report and extend out to reflect all projects on the 6-year maintenance plan.
 - b. Column 1, Project Priority. List projects in order of priority.
 - c. Column 2, Program Year. Type "FY" and the last two digits of the fiscal year during which funding is desired. The fiscal year should be followed by a "C" if the project has been confirmed for a particular program, an "S" if the project has been identified as a straddle project, a "T" if the project has been tentatively identified for a particular program, or an "NP" (not programmed by HQMC) should be displayed if the project has not yet been programmed by HQMC.
 - d. Column 3, Project Number. Self-explanatory.
 - e. Column 4, Project Description. Brief description title beginning with the nature of the work and ending with the type of facility; i.e., "Repairs to Roofs, MOQ's, Lyman Park."
 - f. Column 5, Number of Units. Enter the number of housing units involved in the projects.
 - g. Column 6, CWE. Current working estimate without SIOH or design costs. If the original CWE has been revised or changed, for whatever reason, since last reported, the new estimated cost should be entered and annotated as RCWE. A RCWE which revises the original CWE by plus or minus 25 percent will require new project documentation to include 1391, 1391c, and cost estimate.
 - h. Column 7, Award. If the project has been awarded, but not yet completed, enter award date and funded amount as follows: JAN 90/\$650,000.
 - i. Column 8, Design Funds Required. Enter design A&E funds that are needed to design the subject project. If the project has already received design funds enter "NA".

MARINE CORPS HOUSING MANAGEMENT MANUAL

j. Column 9, FY Design Required. Enter the fiscal year the design funds will be required.

k. Column 10, Obligated Design Amount. Enter the amount of the A&E award. If the A&E has not been awarded, indicate the month and fiscal year of the anticipated award date.

l. Column 11, Percent Designed. Enter the month and calendar year that the project is anticipated to be at 35 percent design completion and 100 percent completion as follows: "0590/1090" for 35 percent completion in May 1990 and 100 percent completion in October 1990.

m. Column 12, Remarks. Enter any applicable comments, to include date project was validated by HQMC and the validation score. If not validated, enter "not validated." Validation date and score is only necessary if project has yet to be programmed. If project was completed during the last fiscal year, enter date the project was completed and the final project cost. Once a project has been completed and reported as such, it need not appear on the next annual report. Show all change orders awarded for M-2 and R-2 projects. List individually by number, showing cost and brief description, plus whether in-scope or out of scope. Show any related M-2 or R-2 projects which are to be accomplished concurrently.

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX K

CONDITION OF OCCUPANCY FORM FOR BACHELOR HOUSING

1. Text Reference. See paragraph 2003.2.
2. Occupancy. _____ is assigned to _____ to be occupied as military bachelor housing of the United States on _____.
(date)
3. Occupant Use. The occupants shall use the premises solely as a single or dual residence, as applicable, for themselves. Use of the unit for any other purpose, including the shelter of any additional number of persons is prohibited without prior written consent of the housing authority.
4. Good Repair. Except as otherwise provided herein, the housing authority shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to the abuse or negligence of the occupant, or their guests during occupancy.
5. Pets. Pets are not allowed on the premises. Damage caused by noncompliance will be your responsibility.
6. Condition of Property. The housing authority and the occupant(s) will inspect the property, and both parties will agree that the property is in a fit and habitable condition. Any discrepancy items noted by the occupant(s) shall be submitted in writing and received by the housing authority generally within 15 days of occupancy. If discrepancies are not received by the housing authority within the 15-day period, the housing authority should consider the property to be in acceptable condition and suitable for occupancy.
7. Plumbing and Appliances. The occupant(s) shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as condition permits. At the termination of occupancy, all appliances and equipment shall be in good working order and the premises shall be in a clean condition, normal wear, and tear excepted.
8. Use and Repair of Facilities. The occupant(s) shall use all fixtures, facilities, and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, or guests, beyond normal wear and tear, shall be repaired at the occupant's expense.
9. Damaging Property. If the occupant willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, the occupant shall be held responsible for the damages.
10. Notice of Defects or Malfunction. The occupant shall promptly notify the billeting NCO whenever the structure, equipment, or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way.

MARINE CORPS HOUSING MANAGEMENT MANUAL

11. Occupant Conduct. Occupants shall conduct themselves in a manner that will not disturb their neighbors.
12. Health and Safety. The occupant shall comply with all health and safety regulations imposed by the local command.
13. Smoke Detectors. It is the responsibility of the occupant and the housing authority to check smoke detectors periodically during occupancy and replace batteries as necessary to keep the smoke detectors in proper working condition and to report any malfunctions to the billeting NCO.
14. Insurance. It is recommended that the bachelor housing occupant who may be held liable for damage or loss to the bachelor housing unit equipment or furnishings, obtain a comprehensive insurance policy which provides for protection of their personal property and the unit to which they are assigned.
15. Redecorating and Alterations. The occupant shall obtain written consent from the housing authority before redecorating or making any alterations.
16. Periods of Absence. The occupant shall notify the billeting NCO whenever extended absences from quarters are anticipated.
17. Access to Property by the Housing Managers and their Duly Designated Representatives. Upon reasonable notice to the occupant and at reasonable times, the housing authority or a duly designated representative may enter the premises to: (a) inspect the property; (b) make necessary repairs, alterations, or improvements; and (c) supply necessary or agreed upon services.
18. Neglect and Costs. If at any time during the term of this occupancy, the housing authority is required to make repairs to the property or its equipment for damages caused by the abuse or negligence of the occupant or the occupant's guests, the occupant understands that the repairs shall be made at the occupant's expense.

I HAVE READ, AND UNDERSTAND ALL OF THE CONDITIONS CONTAINED HEREIN.

Sponsor _____ Date _____

Housing Representative _____ Date _____

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX L

BACHELOR HOUSING REQUIREMENTS ESTIMATE

1. Text Reference. See paragraphs 2100 and 2201.9.
2. Introduction. Tab (A) is a sample Bachelor Housing Requirements Estimate (BHRE). An installation specific form will be forwarded to each installation commander annually with the Facilities Support Requirements (FSR) document for review and comments. Upon completion of the validation process described below, the annotated BHRE and the installation commander's comments must be returned to the CMC (LFF-3) for final reconciliation within 30 days of its receipt by the activity. The validated BHRE will provide up to date information for Congressional testimony in support of the planning, programming, and budgeting cycle for the Military Construction Program. This report is exempt from reports control.
3. Unit Listing. The first section of the BHRE, page one of Tab (A), is a MCC/RUC listing of the units presently residing aboard your installation. Please review this section to ensure that no units are omitted and annotate units that should be deleted. Ensure that the MCC/RUC agree with the corresponding unit name. The personnel figures in this section are extracted from the MMS data base and should be accurate. There is no need to comment on these figures unless you detect what you consider to be gross errors.
4. FSR Multiplier. This section of the BHRE calculates an FSR multiplier for your installation based on a comparison of your current total on-board strength to your projected strength. An FSR multiplier greater than one predicts growth, and an FSR multiplier less than one predicts strength reductions, assuming that the current base loading figure is reasonably accurate.
5. Basic Facilities Requirements. This section calculates your projected strength by rank groups. The average daily transient population figure is taken from historical data on file at this Headquarters. If your transient population has changed, or is projected to change, please include revised data in your comments. Page 3 of Tab (A) may be used as a worksheet to develop your transient population estimate. All enlisted students (less recruits) should also be added to your transient totals. Recruit population figures should be reported in the appropriate space in note (4).
6. Assets. This section shows your current bachelor housing assets by rank group. On-base assets information is extracted from the same data base that produces the Facilities Planning Document (FPD). Please compare this section with your FPD and report any errors or omissions. Add all Navy/other service bachelor housing assets located aboard your installation, in the space provided.
 - a. The off-base assets section assumes that we will program construction to accommodate all bachelor sergeants and below. The number of officers and staff NCO's living off base is extracted from the MMS data base and assumes that all are adequately housed. If that assumption is not valid at your installation, please provide revised data and justification in your comments.

MARINE CORPS HOUSING MANAGEMENT MANUAL

b. Installations involved in recruit training or entry level follow-on training should report their adequate open bay assets in the appropriate space in note (5).

c. It is our goal to eventually replace all Marine Corps BEQ's that do not meet current BEQ construction criteria. Accordingly, we will classify any room configured BEQ with central bath facilities as "inadequate" for requirements estimation process. However, do not confuse new construction criteria with the "minimum standards of adequacy" for quarters assignment purposes that are found in chapter 2 of this Manual. Room configured BEQ's with central bath (i.e., gang head) are still adequate quarters (for assignment purposes) for corporals and below. To assist in making adequacy determinations, the general notes of the FPD should be annotated with a brief description of each BEQ, to include the number of rooms in each building. For example: wood frame, open bay, central bath; concrete, 80 rooms at 200 sqft, central bath; brick, 20 rooms at 180 sqft, 30 rooms at 265 sqft, 10 rooms at 360 sqft, private bath; or quonset, open bay, detached central bath. If your inventory includes a building with a variety of odd sized rooms, report them in increments of 90 sqft, (i.e., less than 90 sqft, 91 to 179 sqft, 180 to 269 sqft, etc.).

7. Construction (MCON). This section shows the total bachelor housing MILCON program, under contract, approved by Congress and proposed in the Six-Year Development Plan, for your installation. Please review this section and report any errors or omissions.

8. Deficit. The final section calculates your projected bachelor housing requirements deficit by subtracting current assets and your MILCON program from your projected strength. Include in your comments any special considerations at your installation that would warrant programming of bachelor housing construction beyond elimination of the deficit on your BHRE.

9. Summary. After the installation commander's comments have been considered and the final reconciliation of the BHRE is completed, each installation commander will be provided with a copy of the final BHRE. The remarks section of the BHRE summary identifies actions that must be taken by the installation commander to eventually achieve a balance between bachelor housing requirements and bachelor housing assets. At those activities where construction must be programmed to satisfy the bachelor housing requirement, the installation commander has the latitude to set priorities based on the condition of his existing bachelor housing assets. Bachelor housing projects must compete on their own merits within the installation commander's overall construction plan.

MARINE CORPS HOUSING MANAGEMENT MANUAL

BACHELOR HOUSING REQUIREMENTS ESTIMATE FOR MCAS BEAUFORT

<u>MCC</u>	<u>RUC</u>	<u>UNIT NAME</u>	<u>ENL TOTAL</u>	<u>BACHELOR E1-4</u>	<u>ENLISTED E5</u>	<u>E6-9</u>	<u>ENLX BACH</u>	<u>OFF TOTAL</u>	<u>BACHELOR OFF W1-02</u>	<u>03-10</u>	<u>OFFX BACH</u>
G88	02031	HQHQRON, MCAS BFT SC	28	0	0	1	.04	0	0	0	.00
VF1	01115	VMFA 115 MAG 31	129	46	10	1	.44	22	1	1	.09
VF2	01122	VMA 122 MAG-31	130	46	2	10	.45	22	0	1	.05
VF3	01251	VMFA 251 MAG-31	131	42	5	3	.38	20	2	5	.35
VF5	01333	VMFA 333 MAG-31	136	45	8	7	.44	21	0	0	.00
VF6	01451	VMFA 451 MAG-31	152	53	13	6	.47	21	0	2	.10
026	02031	HQHQRON, MCAS BFT SC	351	83	11	12	.30	52	4	5	.17
IE0	27140	COMBAT SERVICE SUPPORT DE	86	29	4	0	.38	4	0	0	.00
IJJ	00031	MAG-31 2DMAW MCAS BFT	93	30	4	1	.38	23	1	2	.13
165	00273	MWSS 273 MWSS 27	551	243	11	4	.47	20	2	2	.20
	00972	MCAS 5 MACG 28 2DMAW MCAS BFT SC	215	87	8	11	.49	32	8	1	.28
	01086	HMS 31 MAG-31 2DMAW MCAS BFT SC	2	0	0	0	.00	0	0	0	.00
	01296	MATCS 28 DET A MCAS BFT SC	17	10	0	1	.65	3	0	0	.00
	05101	SU 6 MWHS 2DMAW TME 23 PERM PERS	4	1	0	0	.25	2	0	1	.50
		CURRENT TOTAL FOR MCAS BEAUFORT	2,025	715	76	57	.42	242	18	20	.16

TAB A
PAGE 1 OF 3

MARINE CORPS HOUSING MANAGEMENT MANUAL

BACHELOR HOUSING REQUIREMENTS ESTIMATE RECAP FOR: MCAS BEAUFORT
 FSR PROJECTED BASE LOADING (BACHELOR + MARRIED) divided by CURRENT BASE LOADING (BACHELOR + MARRIED) equals FSR MULTIPLIER
 Report Control Symbol: Exempt

UPDATED: 16 JAN 1990

ENLISTED	2508	/	2025	-	1.238619
OFFICER	303	/	242	-	1.252066
BASIC FAC REQ(BFR)	CURRENT	FSR MULTIPLIER	PROJ(BASE)	TRANSIENT	PROJ REQ(PN)
CPL - PVT	715	1.238519	886	247	1133
SGT	76	1.238519	94	35	129
SNCO's	57	1.238519	71	31	102
TOT BEQ REQ	848		1051	313	1364
MAN-SPACE EQUIVALENT	1096		1358	441	1799
WO-1 - 1STLT	18	1.252066	23	10	33
CAPT - GEN	20	1.252066	25	19	44
TOT BOQ REQ	38		48	29	77
CPL - PVT (C721.11 ASSETS)	OFF BASE	ADEQUATE (BASE)	MCON (BASE)		TOTAL ASSETS (PN)
SGT (C721.12 ASSETS)	0	66	0		66
SNCO's (C721.13 ASSETS)	0	135	0		135
TOT BEQ ASSETS	13	68	0		81
MAN-SPACE EQUIVALENT	13	269	0		282
	52	472	0		524
WO-1 - 1STLT (C724.11 ASSETS)	9	65	0		74
CAPT - GEN (C724.12 ASSETS)	13	55	0		68
TOT BOQ ASSETS	22	120	0		142
CPL - PVT (C721.11 MILCON)	CONTRACTED (1)	APPROVED (2)	PROPOSED (3)		TOTAL (PN)
SGT (C721.12 MILCON)	0	264	528		792
SNCO's (C721.13 MILCON)	0	48	96		144
TOT BEQ MCON	0	4	32		36
MAN-SPACE EQUIVALENT	0	316	656		972
	0	376	848		1224
WO-1 - 1STLT (C724.11 MILCON)	0	0	0		0
CAPT - GEN (C724.12 MILCON)	0	0	0		0
TOT BOQ MCON	0	0	0		0

NOTES:

- (1)
 (2) P-366 FY91 264/ 48/ 4 (372 MS)
 (3) P-368 FY92 264/ 48/ 1 (364 MS) P-369 FY93 264/ 48/30 (480 MS)
 (4) RECRUIT REQUIREMENT: ASSETS: DEFICIT: (C721.15)

SIGNATURE OF REVIEWER: _____

DATE: _____ AUTOVON: _____

DEFICITS BY RANK GROUPS IN PERSONS

CPL-PVT (C721.11)	275
SGT (C721.12)	-150
SNCO's (C721.13)	-15
TOT BEQ DEFICIT	110
MAN-SPACE EQUIVALENT	51
WO-1STLT (C724.11)	-41
CAPT-GEN (C724.12)	-24

TAB A
 PAGE 2 OF 3

MARINE CORPS HOUSING MANAGEMENT MANUAL

BHRE TRANSIENT POPULATION WORKSHEET

ACTIVITY: _____ DATE OF ESTIMATE: _____

1. Reported figures should reflect a daily average. While this is an estimating tool and not a strict accounting, numbers must be supportable by documents such as school schedules, morning reports, and billeting office utilization records. No more time should be spent than is necessary to provide a reasonable and supportable estimate.

a. FSR TRANSIENT LINE. Most FSR's have a "Transients" line. Report the estimated rank distribution for these transients based on local experience.

b. STUDENTS. The FSR lists students by school with no distinction between PCS "permanent party" students and TAD "transient" students. On this line, provide an estimated rank distribution for TAD "transient" students only. Use a separate line for each school. MCRD's do not include recruits here.

c. OTHER. Report miscellaneous transients on this line.

TYPE TRANSIENT	CPL-PVT	SGT's	SNCO's	WO-LT	CAPT-GEN
FSR TRANSIENTS					
STUDENTS					
OTHERS					
TOTALS					

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX M

INSTRUCTIONS FOR COMPLETING THE BACHELOR HOUSING INVENTORY AND UTILIZATION DATA (BHIUD) WORKSHEET

1. Text Reference. See paragraph 2100.
2. General Instructions. The CMC (LFF) annually compiles and submits the information provided on this worksheet to the DoD. Commands are authorized to reproduce the BHIUD locally. Marine Corps Report Control Symbol DD-11103-01 (external RCS DD-P&L(A)1470) has been assigned to this report.
 - a. Installations will complete the worksheet and return the original and one copy to the CMC (LFF-3) by 1 November annually.
 - b. Installations with subcamps (MCB's, Camp S. D. Butler, Camp Lejeune, and Camp Pendleton) will complete a consolidated worksheet for their entire base, and a separate worksheet for each subcamp; e.g., Camp Courtney is a "subcamp" of MCB, Camp S. D. Butler.
3. Line Item Instructions. Lines 2-11. Standard data, fill in as appropriate.
4. Permanent Personnel
 - a. Line 12, Spaces.
 - b. Line 12 (a-c). List all individual room spaces in increments of 90-square feet of net living area with a maximum space count of four; include diverted and inactive spaces.
 - c. Line 12 (aa-cc). List all squad bay spaces in increments of 72-square feet of net living area; include diverted and inactive spaces.
 - d. Line 12 (d-f). List all officer quarters. See figure 2-1 of this Manual for MSA; include diverted and inactive spaces.
 - e. Line 13, Diverted Space. Billeting space being used for any purpose other than bachelor housing, or spaces that are inactive.
 - f. Line 14, Net Spaces. Line 12 minus line 13.
 - g. Line 15, Maximum Occupant Capacity (By Rank).
 - (1) Enlisted. The maximum number of enlisted personnel who could be housed in enlisted net spaces, based on allocation of spaces to enlisted grade categories, and occupancy standards in figure 2-1 of this Manual.
 - (a) Allocation of enlisted rooms, for purposes of this report.

MARINE CORPS HOUSING MANAGEMENT MANUAL

1 Occupied Rooms. Each fully or partially occupied room is allocated to the grade category of the senior (or only) occupant, including any vacant portion of the room.

2 Vacant Rooms. Rooms with no occupants are allocated to the grade category for which designated. If not designated, they are allocated to E-1-E-4.

(b) Occupant capacity of open squad bays. Net spaces included on line 14.

(c) Occupant capacity of enlisted rooms (excluding diverted rooms).

1 Determine the occupant capacity of each room as follows:

GRADE ALLOCATION OF ROOM	OCCUPANT CAPACITY OF ROOM		
	E-1-E-4	E-5	E-6-E-9
Room under 180 sqft (one space)	1	1	.5
Room 180-269 sqft (two spaces)	2	1	.5
Room 270-359 sqft (three spaces)	3	2	1
Room 360 sqft or greater (four spaces)	4	2	1

2 Add the occupant capacities of all rooms.

(2) Officers. Same as line 14.

(a) Line 16, Personnel Actually Housed. Permanent personnel residing in (or assigned to) bachelor quarters. If the grade of the occupant and the space do not match, tabulate and report by occupant grade; e.g., an enlisted occupant residing in officer quarters shall be reported in the enlisted column. Do not report any transient personnel here, but rather, on line 22.

(b) Line 17, Utilization Percent. Divide line 16 by line 15 and express as a percentage.

5. Transient Personnel

a. Line 18, Spaces. Report all transient spaces including diverted and inactive spaces.

b. Line 18 (a)-(c), Enlisted Spaces for Individual Rooms. Increments of 90-square feet of net living area. The maximum count in any room is four; there is no prescribed person-limit in open squad bays if the necessary square footage is present; include enlisted permanent personnel who are not recruits or trainees.

c. Line 18 (aa)-(cc), Enlisted Spaces for Open Squad Bays for Recruits or Trainees. Increments of 72-square feet of net living area.

d. Line 18 (d)-(f), Officer Spaces. All officer transient quarters rooms or suites, including diverted or inactive units.

MARINE CORPS HOUSING MANAGEMENT MANUAL

e. Line 19, Diverted Spaces. Billeting spaces being used for any purpose other than bachelor housing, or spaces that are inactive.

f. Line 20, Net Spaces. Line 18 minus line 19.

g. Line 21, Maximum Occupant Capacity.

(1) Enlisted. The maximum number of transient enlisted personnel who could be housed in enlisted net spaces, based on allocation of transient quarters to enlisted grade categories, and occupancy standards in figure 2-1 of this Manual. Line 21 equals the total of the following:

(a) Rooms occupied by E-6-E-9.

(b) Vacant rooms designated for E-6-E-9 (excluding diverted and inactive rooms).

(c) Net spaces (increments of 90-square feet included on line 20) in rooms not occupied by, nor vacant and designated for E-6-E-9.

(d) Net spaces in open squad bays (included on line 20).

(2) Officers. Same as line 20.

(a) Line 22, Personnel Actually Housed. Transient personnel (excluding accompanying dependents) occupying transient quarters. Include transient personnel occupying permanent bachelor quarters.

(b) Line 23, Utilization Percent. Divide line 22 by line 21, and express as a percentage.

6. Supplemental Data

a. Lines 24-28. Data pertaining to permanent personnel shall be tabulated as of 30 September. Data pertaining to transient personnel shall be a daily average; enter as whole numbers.

b. Line 24 and 25. Self-explanatory.

c. Line 26(a), Bachelors Off-Base with BAQ. Single personnel residing off-base and receiving BAQ at the "without-dependents" rate.

d. Line 26(b), Per Diem. The average daily number of certificates of nonavailability issued.

e. Line 27, Bachelors E-1-E-5 Living Off Base With BAQ at the "Without-Dependents" Rate (Own Right). Single E-1-E-5 personnel living off base and receiving BAQ at the "without-dependents" rate.

f. Line 28, Bachelors E-1-E-5 Living Off Base Without BAQ But Maintaining Assigned On-Base Quarters. Single E-1-E-5 personnel without dependents, living off base, not receiving BAQ at the "without-dependents" rate, for whom adequate Government quarters are assigned or available.

MARINE CORPS HOUSING MANAGEMENT MANUAL

7. Sign and Date the BHIUD Worksheet. Point of contact for this Headquarters is the CMC (LFF).

1. REPORT CONTROL SYMBOL: DD-11103-01 2. INSTALLATION NAME: _____ 3. REPORT DATE: OCTOBER 1, 19__ - SEPTEMBER 30, 19__ 4. RPIC: _____ 5. STATE: _____
6. ZIP CODE: _____ 7. COUNTRY: _____ 8. MAJOR COMMAND/CLAIMANT: USMC 9. DOD COMPONENT: USMC
10. AREA: _____ 11. TYPE REPORT: INDIVIDUAL SUMMARY

ENLISTED ADEQUATE	ENLISTED SUBSTO	ENLISTED TOTAL	ENLISTED ADEQUATE	ENLISTED SUBSTO	ENLISTED TOTAL	OFFICER ADEQUATE	OFFICER SUBSTO	OFFICER TOTAL
(a)	(b)	(c)	(aa)	(bb)	(cc)	(d)	(e)	(f)

12. SPACES: a) INDIVIDUAL ROOMS at 90 square feet for ENLISTED b) OPEN SQUAD BAYS at 72 square feet for recruits/trainees	11	11	11	11	11	11	11	11
13. DIVERTED SPACES	11	11	11	11	11	11	11	11
14. NET SPACES (line 12 less line 13)	11	11	11	11	11	11	11	11
15. MAXIMUM OCCUPANT CAPACITY (by rank)	11	11	11	11	11	11	11	11
16. PERSONNEL ACTUALLY HOUSED	11	11	11	11	11	11	11	11
17. UTILIZATION % (line 16 divided by line 15)	11	11	11	11	11	11	11	11
TRANSIENTS (official duty personnel on TAD ORDERS)	11	11	11	11	11	11	11	11
18. SPACES	11	11	11	11	11	11	11	11
19. DIVERTED SPACES	11	11	11	11	11	11	11	11
20. NET SPACES (line 18 less line 19)	11	11	11	11	11	11	11	11
21. MAXIMUM OCCUPANT CAPACITY	11	11	11	11	11	11	11	11
22. PERSONNEL ACTUALLY HOUSED	11	11	11	11	11	11	11	11
23. UTILIZATION % (line 22 divided by line 21)	11	11	11	11	11	11	11	11

PERMANENT ENLISTED	PERMANENT OFFICER	TRANSIENT ENLISTED	TRANSIENT OFFICER
(a)	(b)	(c)	(d)
24. (a) GEOGRAPHICAL BACHELORS	11	11	11
(b) NON DUTY PERSONNEL ON-BASE	11	11	11
25. (a) IN LEASED BACHELOR QUARTERS	11	11	11
(b) CONTRACT QUARTERS	11	11	11
26. (a) BACHELORS OFF-BASE WITH BAQ	11	11	11
(b) PER DIEM (daily average number of Certificates of N/A)	11	11	11
27. BACHELORS PVT-SGT LIVING OFF BASE WITH BAQ AT THE "WITHOUT-DEPENDENTS" RATE (own-right)	11	11	11
28. BACHELORS PVT-SGT LIVING OFF BASE WITHOUT BAQ BUT MAINTAINING ASSIGNED ON-BASE QUARTERS	11	11	11

Signature of preparer: _____ Date: _____
autoven: _____

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX N

MARINE CORPS INNKEEPER AWARD PROGRAM SAMPLE NOMINATION, WITH INSTRUCTIONS

1. Text Reference. See paragraph 2201.5q.
2. General Information. The annual Innkeeper Award recognizes the outstanding efforts and accomplishments of people who operate and maintain transient quarters throughout the Marine Corps and encourages installations to improve transient facilities' amenities, furnishings, and services. The objectives of this award are outlined in paragraph 8 of this appendix.
3. Description. The award for installation excellence in transient billeting operations is a plaque inscribed with the name of the winning installation. It will be presented for permanent retention to the commander of the installation.
4. Eligibility. All installations operating transient quarters are eligible. An installation may not claim the award for 2 consecutive years.
5. Nominations. Commands are encouraged to compete for the award by submitting nominations as outlined in paragraph 9 of this appendix.
6. Selection Procedures. The Innkeeper Award Review Committee will consist of five persons selected from the Installations and Logistics Department (LF) by the CMC. A representative appointed by the Innkeeper Award Review Committee will visit the top three finalists for an on-site evaluation. The Innkeeper Award Review Committee will recommend one installation for the award to the CMC.
7. Point of Contact. For further information concerning the Innkeeper Award contact the CMC (LFF-3), AUTOVON 226-0864/0860.
8. The United States Marine Corps Innkeeper Award proposes to highlight outstanding installation achievements for imaginative and innovative management actions that have increased the productivity of the installation's transient billeting program. The award is intended to:
 - a. Recognize the leaders, managers, and employees who have made the most outstanding contribution to increased productivity, quality, and efficiency of management in providing transient billeting.
 - b. Encourage competition to increase the standards of transient billeting.
 - c. Promote ways to improve organization, procedures, functions, and policies.
 - d. Motivate people to advance new ideas for innovative management and improvements of transient facilities.
 - e. Stimulate initiatives to improve morale and productivity through improved quality of life for all installation personnel.

MARINE CORPS HOUSING MANAGEMENT MANUAL

NOMINATION PROCEDURES

9. General Information

a. The award will cover the fiscal year (FY) beginning 1 October and ending 30 September.

b. Commands are to compete for this award by naval letter submission.
Subject: Nomination for FY __ United States Marine Corps Innkeeper Award--(Name of Command).

c. Nomination package must be unclassified.

d. Entries must be received by the CMC (LFF), Washington, DC 20380-0001, by 31 July each year.

10. Contents of Nomination Package

a. Entries should include the following:

(1) Complete designation of installation and its location.

(2) Names and titles of specific individuals closely related to award nomination; at a minimum, the major staff/action officers, and the installation commander.

(3) Photographs; i.e., pictures of both types of transient facility (officer and enlisted), desk administration area, innovative ideas, each in 8-inch by 10-inch glossy color print format.

(4) Draft press release; one page only.

(5) Description of innovative ideas, programs, and specific evidence of effectiveness.

(6) Utilization rate of transient quarters during the fiscal year.
Rates will be broken out by type of transient quarters.

(7) Total number of personnel using transient quarters during the fiscal year. This should include the number for each type of transient quarters.

(8) Total nonappropriated and appropriated funds budgeted for the fiscal year for each type of transient operations support.

(9) Use/control of transient quarters.

(10) Long-term upgrade and replacement of furnishings in each type of transient facilities.

(11) General housekeeping quality control procedures.

(12) Personal services items provided the occupant, for each transient quarters.

MARINE CORPS HOUSING MANAGEMENT MANUAL

- (13) Registration process of guests.
- (14) Reservation system control.
- (15) Courtesy/customer relations program.
- (16) Amenities. (As found in transient quarters.)
- (17) Facility Management program:
 - (a) Landscaping.
 - (b) Registration parking area.
 - (c) Allocation of assets.
 - (d) Energy conservation.
 - (e) Maintenance procedures.

b. Narrative Guidance. In narrative form, describe the installation's accomplishments for the reporting period. Narrative should include innovative management actions resulting in increased productivity and/or improvements in quality of life, tangible results, and mission impact. The evaluation record is located at the end of this appendix. The text should focus on management actions taken to improve quality-of-life standards, motivation, and efficient use of resources to accomplish the mission.

11. USMC Innkeeper Award Checklist

AREA I

CATEGORY A - MANAGEMENT

- 1. Commander's Support
 - a. Appropriated fund budget support.
 - b. Commander's quarterly inspections.
 - c. Use, control, and occupancy rate of transient quarters.
- 2. Adequate Supervision and Response
 - a. Management structure.
 - b. Delegation of responsibilities.
- 3. Effective Utilization of Manpower. Allocation of manpower based on workload (rooms per housekeeper, etc.).
- 4. Upgrade Program

MARINE CORPS HOUSING MANAGEMENT MANUAL

- a. Utilization of appropriated and nonappropriated funds (NAF's).
- b. Long-term upgrade and replacement of furnishings.

5. Operating Procedures and Policies

- a. Effectiveness and adequacy of operating instructions. Has a cash control operating instruction been developed? Is it being followed?
- b. Are operating instructions comprehensive?
- c. Are employees knowledgeable of instructions and do they use the instructions?
- d. Do policies in effect conform with Marine Corps guidelines?

CATEGORY B - HOUSEKEEPING

- 1. General housekeeping in transient quarters.
 - a. Dusting.
 - b. Wastebasket clean and empty.
 - c. Windows and sills.
 - d. Floors and carpeting.
 - e. Walls and ceilings.
 - f. Vents clean.
 - g. Polishing.
 - h. Refrigerators.
 - i. Fixtures are clean, adequately secured, and operative.
- 2. Bathroom
 - a. Bathroom clean (floor, walls, etc.).
 - b. No soap build-up/residue.
 - c. No evidence of mold/mildew.
 - d. Shower curtain/door is in good condition.
 - e. Toilet clean.

MARINE CORPS HOUSING MANAGEMENT MANUAL

3. Procedures

- a. Is a checklist used by housekeepers?
- b. Is cleaning methodical?
- c. Are carts available and effectively used by maids?

4. Quality Control

- a. Are inspections by billeting director recorded?
- b. Are inspections by senior housekeepers recorded?
- c. Are carts available and effectively used by maids?
- d. Do housekeeping aides check operation of lights, water, plumbing, refrigerators, TV's, windows, air-conditioning, heat, and ventilators?
- e. Are management inspection policies and procedures followed?

5. Personal Services Items Available

- a. Soap bars.
- b. Towels (2) and washcloths.
- c. Cups (hot and cold).
- d. Facial tissue; e.g., Kleenex.
- e. Toilet tissue. (Are extra rolls available?)
- f. Shoeshine cloth.
- g. Cloth bathmat.

CATEGORY C - DESK ADMINISTRATION

1. Appearance/Function

- a. Pleasant lobby arrangement and decor.
- b. Secured area for luggage.
- c. Desk proper height for customers to fill out forms and desk free of obstacles.
- d. Sundry items displayed and have easy access.

MARINE CORPS HOUSING MANAGEMENT MANUAL

e. Minimum number of signs (not cluttered).

f. Wake-up service.

2. Registration Process

a. Using established form.

b. Key-board/rack - functional, convenient.

c. Keyring - identifies room/building indirectly.

d. Stamp available for civilian use of exchange, etc.

3. Reservation System

a. Using established form.

b. Check-in/out procedures.

c. Reservations are easily identified at check-in.

d. Effective use of contract quarters and nonavailability certificates.
(Are they logged and secured?)

4. Funds Handling

a. Sufficient change fund. Commander's letter on file?

b. Transfer of funds at shift changes recorded? Does the process of transferring change funds, receipts, and accountable documents provide for signature of receiving individual? Is there accountability throughout?

c. Are night depositories used to deposit receipts after hours when cash exceeds the fund storage limits? Is commander's letter on file? Have security escorts been used?

d. Safe procedures.

e. Inventory procedures.

f. Are funds secured (register closed and locked) when the cashier leaves the desk's immediate area?

g. Has the manager performed a surprise cash count within the last 60 days?

h. Have employees been briefed on procedures to follow during and after a robbery?

i. Are register read/reset keys controlled?

j. Are checks endorsed "for deposit only" immediately upon receipt?

MARINE CORPS HOUSING MANAGEMENT MANUAL

k. Is there a separation of duties between cashiers and those persons involved in reconciling accounts receivable?

5. Courtesy/Customer Relations

a. Handout information available at desk.

(1) Kennel list.

(2) Motel list.

(3) Base and local maps.

(4) Dining facilities list.

(5) Child care facilities.

(6) Local transportation.

(7) Recreation facilities.

b. Attitude towards guests.

c. Box for suggestion/comment forms. (Are replies used?)

d. Checkout items.

(1) Iron/ironing board.

(2) Luggage carrier.

(3) Bedboard.

e. Desk clerks knowledgeable of local area.

CATEGORY D - FURNISHINGS

1. Adequacy

a. Full size beds for single room (double/queen/king).

b. Nightstand with clock-radio and lamp.

c. Chest of drawers.

d. Luggage rack.

e. Full-length mirror.

f. Chairs.

g. TV (color or black and white? Are knobs missing? Is a TV channel listing provided?)

MARINE CORPS HOUSING MANAGEMENT MANUAL

- h. Desk with desk chair.
- i. Draperies (color coordinated).
- j. Pictures/wall art.
- k. Bedspreads (color coordinated).
- l. Carpeting (color coordinated).
- 2. Maintenance
 - a. Handles, chips, dents, etc., repaired.
 - b. Upholstery shampooed.
 - c. Drapes cleaned and in good working order.
- 3. Pleasing Atmosphere. Furniture/carpet/drapes/walls match (color coordinated).
- 4. Improvement Plans
 - a. Written plans to improve room decor and adequacy.
 - b. Consider appropriated and NAF's (double budget).
 - c. Long-term; e.g., replacement of what is currently good.
- 5. Amenities
 - a. Ashtray/matches.
 - b. Extra blanket.
 - c. Coat hangers, wood or metal, sufficient amount for guests.
 - d. Beverages.
 - e. Information brochures in rooms.
 - (1) Base map.
 - (2) Base telephone directory.
 - (3) Open mess information.
 - (4) Base brochure.
 - (5) Commercial/Government transportation availability.
 - (6) Government/commercial dining facilities.

MARINE CORPS HOUSING MANAGEMENT MANUAL

- (7) Recreation center activities.
- (8) On-base and off-base religious services.
- (9) Theatre schedules.
- (10) Athletic or recreation activities.
- (11) TV schedule.
- (12) House rules.
- (13) Evaluation or critique forms.
- (14) Housekeeper's duties.
- (15) Lost key information.
- (16) Important telephone numbers.
- (17) Items available for checkout at the front desk.
- (18) Tour information.
- (19) Dialing instructions.
- (20) Check-cashing information.
- (21) Sundry items available.

AREA II

CATEGORY E - SUPPLY AND EQUIPMENT

- 1. Request and Receipt Procedures
 - a. Who initiates/approves request?
 - b. Follow-up.
 - c. Source selection records (catalogues, General Service Administration schedules, etc.).
 - d. Established receipt procedures.
- 2. Storage Practices; Sundry and Expendable Supply Items
 - a. Shelving.
 - b. Location designations.
 - c. Stock rotation.

MARINE CORPS HOUSING MANAGEMENT MANUAL

- d. Security.
- e. Orderly.
- 3. Inventory Control (equipment and supplies)
 - a. Inventory stock record card.
 - b. Minimum level designated.
 - c. Standard order forms in stock.
 - d. Routine inventories -- supplies and equipment.
 - e. Accuracy of inventory -- supplies and equipment.
 - f. Disposal of excess.
- 4. Equipment Maintenance
 - a. Preventive maintenance.
 - b. Instruction manuals/parts-order manuals.
 - c. Backup equipment.
 - d. Maintenance contract.
 - e. Listing of down-equipment.
- 5. Equipment Availability
 - a. Location from work area.
 - b. Proper equipment for the job.

CATEGORY F - GENERAL HOUSEKEEPING

- 1. Common areas (lobby, hallways, bathrooms, and laundry rooms)
 - a. Dusting.
 - b. Walls and ceilings.
 - c. Windows.
 - d. Carpet.
 - e. Furniture.
 - f. Ashtrays.
 - g. Trash containers.

MARINE CORPS HOUSING MANAGEMENT MANUAL

2. Outside Areas
 - a. Landscaping.
 - b. General.
3. Storage Areas. Neatness.
4. Carpet Maintenance
 - a. Spot cleaning procedures.
 - b. Routine cleaning schedule.
 - c. Walk-off mats being used?
5. Housekeeping (break area)
 - a. Neat.
 - b. Furnishings are adequate.

CATEGORY G - FUNDS MANAGEMENT

1. NAF Budget
 - a. Is it current?
 - b. Did the area auditor find discrepancies in the Billeting Fund Budget?
 - c. Are NAF budget goals and objectives clearly defined and understood?
 - d. Are NAF budgets effectively used to measure progress or lack of progress in achieving stated goals? Are corrective measures taken in a timely manner?
Does the NAF budget contain the following components:
 - (1) Annual operating budget.
 - (2) Cash flow budget.
 - (3) Balance sheet projections.
 - (4) Five-year capital expenditure budget.
 - e. Do budgets accurately reflect the planned use of resources?
 - f. Are investments monitored to assure the most effective use of excess cash?
 - g. Are petty cash purchases within established dollar limits? (May not be used to pay employees or other personal-service functions.)

MARINE CORPS HOUSING MANAGEMENT MANUAL

2. Appropriated Budget

- a. Maximum support available.
- b. Input to base operation and maintenance budget available for review.
- c. Sufficient justification provided to support request.

3. Financial Statements

- a. Are they current?
- b. Did the area auditor find discrepancies in the billeting fund financial statements?

4. Scheduling

- a. Optimum mix of full-time, part-time, and other workers.
- b. Clear schedule -- all understand.
- c. Posted for workforce.
- d. Projected to meet workload.
- e. Timecard control adequate.

5. Financial Success

- a. Actual versus budget deviation.
- b. Income generation initiatives (sundries requirements approved by installation command (NAF council minutes or out-of-session meetings)).
- c. Personnel expense versus income.
- d. Purchase of items out of NAF funds that could be purchased with appropriated funds support.
- e. Is the process for gathering and reviewing budget inputs auditable and does it show a practical business approach?

CATEGORY H - OTHER SERVICES

1. Lounge/Kitchen

- a. TV.
- b. Adequate seating.
- c. Table.

MARINE CORPS HOUSING MANAGEMENT MANUAL

- d. Desk.
- e. Games.
- f. Vending Machines.
- g. Refrigerator, range, microwave, and related cooking materials.

2. Laundry Room

- a. Adequate number of machines (one per 20 occupants).
- b. Dry cleaning machines.
- c. Folding tables, place to hang clothes, and hangers.
- d. Vending machines.
- e. Appearance and cleanliness.
- f. Convenience.
- g. Trash containers.

3. Sundries

- a. Shaving cream and razors.
- b. Toothpaste and toothbrush.
- c. Pain relievers.
- d. Clothes detergent and bleach.
- e. Shoe polish.
- f. Shampoo/conditioner.
- g. Deodorant.
- h. Beverages.
- i. After shave lotion.
- j. Sanitary napkins/Tampons.
- k. Hair brush and combs.
- l. Snacks.
- m. Hot foods.

MARINE CORPS HOUSING MANAGEMENT MANUAL

- n. Sewing kit.
- o. Shower cap.
- p. Hairspray.
- 4. Telephone Service, Lobby Area (patrons access). Availability of:
 - a. Pay telephones.
 - b. Class C telephones.
 - c. AUTOVON access.
 - d. Services to all rooms with no local charges to occupants.

AREA III

CATEGORY I - ADMINISTRATION SUPPORT STAFF

- 1. Records Documentation
 - a. Current file plan.
 - b. Files maintenance and disposition instructions.
 - c. Proper filing.
 - d. Neatness.
- 2. Maintenance of Publications and Reports. MCO P110000.18 (current edition).
- 3. Contract Administration
 - a. Sufficient contracts - documented inspections.
 - b. Call number procedures and log.
- 4. Reports. DD Form 2085 (Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data).
- 5. Certificate of Nonavailability Management
 - a. Safeguarding (secured).
 - b. Issue procedures (written procedures, log).
 - c. Who is authorized to sign (appointed)?

CATEGORY J - TRAINING AND MOTIVATION PROGRAMS

- 1. Organization and Documentation

MARINE CORPS HOUSING MANAGEMENT MANUAL

- a. Is there an active on-the-job training program?
- b. Program to train desk clerks?
- c. Program to train housekeepers and housekeeping aides?
2. Training Methods and Aids
 - a. In the classroom.
 - b. In the rooms/on the desk.
 - c. Commercial establishment.
 - d. Books and films.
3. Motivational Techniques/Response. Employee recognition program.
4. Attitude of Personnel
5. Commendations to Personnel/Facilities. Recognition program.

CATEGORY K - PERSONNEL APPEARANCE AND SAFETY

1. Desk clerk appearance and dress
2. Housekeeping staff's appearance and dress
 - a. Uniforms.
 - b. Dress standards.
3. Safety Awareness and Procedures
 - a. What is their safety record?
 - b. Is the safety officer active?
 - c. Is equipment safe, cords frayed, ladders strong, etc.?
 - d. Are there procedures for cleaning high areas, changing light bulbs, etc.?
 - e. Is the safety awareness program ongoing?

CATEGORY L - FACILITY MANAGEMENT

1. Landscaping. Condition of landscaping.
2. Registration parking area
 - a. Short-term parking available.

MARINE CORPS HOUSING MANAGEMENT MANUAL

- b. Well marked.
- 3. Room Assignments. Directional signs to locate.
- 4. Allocation of Assets
 - a. Is the balance of transient quarters and permanent party quarters equitable?
 - b. Is too much space used for administration and storage?
 - c. Are sleeping rooms used as office/administration space?
- 5. Work Order Management
 - a. Is one person designated to record/report work?
 - b. Is a log maintained?
 - c. Are follow-ups completed?
- 6. Energy Conservation
 - a. Do housekeepers automatically check thermostats and lights.
 - b. Are common areas monitored for temperature and lights?

MARINE CORPS HOUSING MANAGEMENT MANUAL

USMC INNKEEPER AWARD BILLETING EVALUATION RECORD

INSTALLATION _____

DATE _____

TOTAL RATING _____

CATEGORY A - MANAGEMENT (RATING 1-25 POINTS EACH ITEM)

- (1) COMMANDERS SUPPORT _____
- (2) ADEQUATE SUPERVISION
& RESPONSE _____
- (3) EFFECTIVE UTILIZATION OF
MANPOWER _____
- (4) UPGRADE PROGRAM _____
- (5) OPERATING PROCEDURES
AND POLICIES _____
- CATEGORY RATING _____

CATEGORY B - ROOM HOUSEKEEPING (RATING 1-25 POINTS EACH)

- (1) GENERAL HOUSEKEEPING _____
- (2) BATHROOM _____
- (3) PROCEDURES _____
- (4) QUALITY CONTROL _____
- (5) PERSONAL SERVICE ITEMS _____
- CATEGORY RATING _____

CATEGORY C - DESK ADMINISTRATION (RATING 1-25 POINTS EACH ITEM)

- (1) APPEARANCE/FUNCTION _____
- (2) REGISTRATION PROCESS _____
- (3) RESERVATION SYSTEM _____
- (4) FUNDS HANDLING _____
- (5) COURTESY/CUSTOMER RELATIONS _____
- CATEGORY RATING _____

CATEGORY D - FURNISHINGS (RATING 1-25 POINTS EACH)

- (1) ADEQUACY _____
- (2) MAINTENANCE _____
- (3) PLEASING ATMOSPHERE _____
- (4) IMPROVEMENT PLANS _____
- (5) AMENITIES _____
- CATEGORY RATING _____

CATEGORY E - SUPPLY & EQUIPMENT (RATING 1-15 POINTS EACH ITEM)

- (1) REQUEST & RECEIPT
PROCEDURES _____
- (2) STORAGE PRACTICES _____
- (3) INVENTORY CONTROL _____
- (4) EQUIPMENT MAINTENANCE _____
- (5) EQUIPMENT AVAILABILITY _____
- CATEGORY RATING _____

CATEGORY F - GENERAL HOUSEKEEPING (RATING 1-15 POINTS EACH ITEM)

- (1) COMMON AREAS _____
- (2) OUTSIDE AREAS _____
- (3) STORAGE AREAS _____
- (4) CARPET MAINTENANCE _____
- (5) HOUSEKEEPING (BREAK
AREA) _____
- CATEGORY RATING _____

CATEGORY G - FUNDS MANAGEMENT (RATING 1-15 POINTS EACH ITEM)

- (1) NAF BUDGET _____
- (2) APPROPRIATED BUDGET _____
- (3) FINANCIAL STATEMENTS _____
- (4) SCHEDULING _____
- (5) FINANCIAL SUCCESS _____
- CATEGORY RATING _____

CATEGORY H - OTHER SERVICES (RATING 1-15 POINTS EACH ITEM)

- (1) LOUNGE/KITCHEN _____
- (2) LAUNDRY ROOM _____
- (3) SUNDRIES _____
- (4) TELEPHONE SERVICE _____
- CATEGORY RATING _____

MARINE CORPS HOUSING MANAGEMENT MANUAL

CATEGORY I - ADMIN SUPPORT STAFF (RATING 1-10 POINTS EACH ITEM)

- (1) RECORDS DOCUMENTATION _____
- (2) MAINTENANCE OF PUBLICATIONS _____
- (3) CONTRACT ADMINISTRATION _____
- (4) REPORTS _____
- (5) CERT. OF NONAVAILABILITY _____
- MANAGEMENT _____
- CATEGORY RATING _____

CATEGORY J - TRAINING AND MOTIVATION PROGRAMS (RATING 1-10 POINTS EACH ITEM)

- (1) ORGANIZATION AND DOCUMENTATION _____
- (2) TRAINING METHODS AND AIDS _____
- (3) MOTIVATIONAL TECHNIQUES/ RESPONSE _____
- (4) ATTITUDE OF PERSONNEL _____
- (5) COMMENDATIONS TO PERSONNEL/ FACILITIES _____
- CATEGORY RATING _____

CATEGORY K - PERSONNEL APPEARANCE AND SAFETY (RATING 1-10 POINTS EACH ITEM)

- (1) DESK CLERK APPEARANCE _____
- (2) HOUSEKEEPING APPEARANCE/ DRESS _____
- (3) SAFETY AWARENESS/ PROCEDURES _____
- CATEGORY RATING _____

CATEGORY L - FACILITY MANAGEMENT (RATING 1-10 POINTS EACH ITEM)

- (1) LANDSCAPING _____
- (2) REGISTRATION PARKING AREA _____
- (3) ROOM ASSIGNMENTS _____
- (4) ALLOCATION OF ASSETS _____
- (5) WORK ORDER MANAGEMENT _____
- (6) ENERGY CONSERVATION _____
- CATEGORY RATING _____

MARINE CORPS HOUSING MANAGEMENT MANUAL

APPENDIX O

INSTRUCTIONS FOR COMPLETING GENERAL AND FLAG OFFICER QUARTERS
MANAGEMENT REPORT (DD FORM 2405)

1. Text Reference: See paragraph 3202.

2. General. This report is required to be submitted to the CMC (LFF) by 1 November. Marine Corps Report Control Symbol DD-11103-02 (external Report Symbol DD-P&L(A)1706) has been assigned to this report.

3. Instructions for Completing Blocks (1) through (5)

a. Report Date - Block 1. Enter the date of the last day of the fiscal year.

b. Real Property Inventory Code (RPIC) - Block 2

(1) Army: The five character real property installation number preceded by an "A."

(2) Navy: The five character unit identification code (UIC) preceded by an "N."

(3) Air Force: The four character geographic location code (GEOLOC) preceded by "F."

(4) Marine Corps: The five character UIC preceded by an "M."

(5) Defense Intelligence Agency (DIA): The four character geographic location code (GEOLOC) or the five character real property installation number preceded by an "L."

(6) Defense Logistics Agency (DLA): The five character unit identification code (UIC) preceded by an "S."

c. Installation Data - Block 3

(1) Installation Name. Enter the installation name. Whenever reports are submitted for the first or last time, block 3a of the form will be marked "First Report" or "Last Report," as appropriate.

(2) Major Command/Engineering Field Division. Enter the official short title for the major command.

(3) State. For installations in the United States, enter the name of the state or the District of Columbia. If not in the United States, leave blank.

(4) ZIP Code. Enter the nine character hyphenated postal ZIP code of the reporting installation.

MARINE CORPS HOUSING MANAGEMENT MANUAL

(5) Country. Installations in the United States, enter "US." Installations located in a US possession (such as Guam, Midway Island, Puerto Rico, Virgin Islands, or Wake Island), enter the name of the possession. For installations in a foreign country, enter the name of the country.

d. Quarters Data - Block 4

(1) Quarters Identification Code (QIC). Enter the appropriate QIC shown in figure O-1.

(2) Local Quarters Identification. Enter the local quarters number, facility number, or street address used by the installation.

(3) Net Floor Area. Enter the net floor area in square feet.

(4) Year Built. Enter the year the unit was constructed.

e. Management Data - Block 5

(1) Operations. Enter the operations amount obligated, less leasing obligations, for the fiscal year.

(2) Lease. Enter the leasing amount obligated for the fiscal year.

(3) Maintenance and Repair. Enter the total maintenance and repair obligations for the fiscal year including incidental improvements.

(4) Total Operation and Maintenance. Enter the sum of lines 5a, 5b, and 5c on the Form.

(5) Congressionally Approved Amount for O&M. Enter the congressionally approved amount, if applicable.

(6) Improvements. Enter the total improvements (post acquisition construction) obligations for the fiscal year.

NOTES:

1. Express each entry in Blocks 5.a through 5.f in whole dollar amounts only.
2. Under "congressionally Approved Amount for O&M" reflect a dollar amount only if the maintenance, repair and/or improvements costs exceeded the congressional limitation of \$25,000 per unit per year and was congressionally approved. If the maintenance, repair and/or improvements did not exceed the Congressional limitation, show "N/A" in the block.

MARINE CORPS HOUSING MANAGEMENT MANUAL

<u>Activity</u>	<u>Quarters No.</u>	<u>QIC</u>
MCLB, Albany GA	10500	BA
MCB, Camp Lejeune NC	2000	BC
	2001	BD
	2002	BE
	2003	BF
	H-27	BG
MCRD/ERR, Parris Island SC	1	HB
MCCDC, Quantico VA	1	AC
	6	HM
	8	HH
	11	HA
	12	HD
	376	HF
MCRD/WRR, San Diego CA	M-1	FA
MCB, Camp Pendleton CA	1152	CA
	1154	CB
	17151	FD
	17152	FE
	17153	CC
	24154	CD
MCLB, Barstow CA	1	BB
MCAS, Cherry Point NC	316	CE
	317	CF
	318	DA
MCAS, El Toro CA	A	DD
	B	DE
MCAS, Tustin CA	A	DF
MCAGCC, 29 Palms CA	1	FC
Mar Bks 8th & I Wash DC	1	AB
	2	DB
	4	DC
	6	AA

Figure O-1.--General Officer Quarters Identification Code (QIC).

WOUNDED WARRIOR HOUSING INSPECTION CHECKLIST
NAVMC 11638 (07-08) (EF)

Inspector's Name				Title				Date of Inspection				
Installation				Facility No.				Facility Type				
I have reviewed and am familiar with the DOD Housing Inspection Standards for Medical Hold and Holdover Personnel.												
Signature						Date						
INSPECTION SUMMARY M - Number of personnel meeting the standard NM - Number not meeting the standard												
		Assignment			Baseline			Special Medical				
Facility Number	M	NM	Action/Cost	M	NM	Action/Cost	M	NM	Action/Cost			
Facility Baseline Accommodations: baseline accommodations include facility, condition, operations and services, collateral equipment, and maintenance/housekeeping protocol.												
Visual Inspection - Exterior												
1. Does the building appear to be in good repair?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
2. Are windows free from cracks or broken panes?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
3. Are paved surfaces free from cracks, lifts, etc?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
4. Are stairs, landings and handrails in good condition and fastened securely?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
5. Does the substructure (footings, foundation walls, piles, etc.) appear to be in good condition?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
6. Does the superstructure (structural frames, floor frames, roof frames, etc.) appear to be in good condition?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
7. Has the grass been mowed and trimmed?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
8. Has the shrubbery been trimmed?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
9. Are the grounds kept free of litter?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
10. Is there adequate lighting in parking spaces, walkways, and staircases?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Does the overall assessment of the exterior indicate that the facility is well maintained, functioning properly, and adequately supports the recovery of Wounded Warriors?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Comments							Estimated Cost					
Visual Inspection - Mechanical, Plumbing, and Electrical												
1. Do mechanical systems (hot water, heating, air conditioning, etc.) appear to be in good condition?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
2. Is there adequate heat, air conditioning and ventilation throughout the building?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
3. Does plumbing (waterlines, wastewater lines, fixtures etc) appear to be in good condition?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
4. Are faucets/water pipe connections in good condition and free of leaks?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
5. Do electrical panels appear to be in good condition?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
6. Are switches and receptacles in good repair?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Does the overall assessment of the building's mechanical, plumbing and electrical systems indicate that the systems are well maintained, functioning properly, and not at risk of imminent failure or malfunction?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Comments							Estimated Cost					

Adobe Designer 8.0

NAVMC 11638 (07-08) (EF)

Visual Inspection - Interior			
1. Are common areas kept neat, clean and contain proper furnishings and equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Are washers and dryers kept clean and in a serviceable condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Are kitchen areas kept clean and free of pests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Are carpet/rugs/floor tile kept clean and serviceable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Are windows, blinds, drapes and curtains in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Are light fixtures operational?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Are walls free of holes that need patching/repainting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Are walls free from mold or water damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. Are doors operational and in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Are ceiling tiles free from warps/leaks/damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11. Are radiators/convactor units clean and serviceable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12. Are refrigerators and microwaves kept clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Are bathroom areas clean and free of mold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14. Are bathroom fixtures operational and well maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15. Are room furnishings adequate and in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16. Do occupants have the ability to control the temperature in their room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
17. Are there any visible peeling lead-based paint, unsealed asbestos or other environmental hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
18. Are fire extinguishers adequately located throughout the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
19. Is the building equipped with a serviceable fire suppression system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
20. Are all exits and travel paths identified with illuminated "EXIT" signs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21. Do parking spaces, walkways, and staircases have adequate lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the overall visual assessment of the building indicate that the facility is well maintained, functioning properly, and supports the recovery of Wounded Warriors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments	Estimated Cost		
Maintenance Program: The base facility maintenance program will be evaluated through the use of MAXIMO reports.			
1. Does the maintenance program accurately reflect work pending and work complete on the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Is there a procedure in place where building occupants can request building maintenance services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Does the maintenance program identify recurring problems with the building and are there plans in place to fix them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Are critical maintenance service requests responded to on a priority basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Are work priority requests resolved within 24 hours whenever possible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Are periodic inspections conducted and documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the overall assessment of the maintenance program indicate that the facility is well maintained, functioning properly, and systems are not at risk of imminent failure or malfunction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments	Estimated Cost		

NAVMC 11638 (07-08) (EF)

MCO 11000.22 Ch 1 - 5

Operations and Services			
1. Is there a contract in place to have snow and ice removed promptly from walkways and parking areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Is there a contract in place to ensure parking areas, turf, and grounds are kept maintained and litter-free?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Is there a system in place where occupants can request housekeeping services to meet their special medical requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Is there a system in place to provide loaner furniture to personnel with special requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Are televisions, cable/satellite service, internet service, and telephones provided in the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Is transportation provided for occupants to travel from their housing unit to the medical treatment facility, dining facility, or other support services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does the overall assessment of the services provided at the facility indicate that the facility is well maintained, functioning properly, and systems are not at risk of imminent failure or malfunction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments	Estimated Cost		

P-3

Enclosure (4)

MARINE CORPS HOUSING MANAGEMENT MANUAL

INDEX

PARAGRAPH

A

Absence from quarters	1232
Acquisition	1902
Acquisition programs	1904
Adequacy and inadequacy	1203
Administration, the family housing domestic leasing program	1516
Allowances	2600
Applicability:	
Family housing maintenance planning	1703
Family housing management	1002
Application for government quarters	1203
Assignment:	
Considerations	1217
Control dates	1209
Quarters by grade categories and bedroom composition	1215
Policies	2105
To government quarters	1211
Assurance of availability to all military personnel	1506
Authority, family housing management	1003

B

Bachelor housing:	
Billeting Director responsibilities	2702
Criteria	2104
BAQ termination and reinstatement	1005
Basic Allowance for Quarters (BAQ)	2600
Billeting fund:	
Administration	2508
Expenses	2510
Revenues	2509
Budget:	
Execution, financial reporting and review	1607
Requirements	3201
Budgeting	1600,
	1606
Budgets and financial statements	2511

C

Change orders	1839
Change orders and contingency funds	1837
Classification of maintenance and repair	2301
Cleaning (family housing)	1404
Command inspection responsibilities (bachelor housing)	2701
Command responsibilities (general officers quarters)	3101

MARINE CORPS HOUSING MANAGEMENT MANUAL

Commandant of the Marine Corps	1102
Commander, Marine Corps Bases (MCB's), Pacific	1103
Commander's responsibility (family housing)	1504
Commanders, Marine Corps Air Bases, Eastern and Western Areas	1104
Completed projects	1836
Construction	1611
Construction programming	1902
Contingency funds	1837
Contract transient quarters	2506
Criteria for combination improvement and repair projects	1825

D

DD Form 1746	1205
DD Form 1747	1206
Demolition projects	1813
Design of family housing repair and improvement projects	1814
Designation:	
Family housing	1200
General officer quarters	3002
Detaching installation	1207
Distinctions between repair and improvement	1803
Diversions/redesignations of bachelor quarters	2103
Domestic leasing policy	1512
Double occupancy by families of two sponsors	1220
Duration of assignment	1214

E

Economic analysis	1815
Energy conservation	1406
Environmental factors	2108
Establishing an inspection program	2703
Execution review	1610
Extended visitations by nondependents	1221

F

Facilities:	
Service contracts	1706
Services and supplies	2503
Family housing:	
Budgeting and financial management	1600
Construction funding	1611
Designation, application, assignment, occupancy, and termination	1200
Domestic leasing program	1511
Maintenance planning	1700
Maintenance, repair and improvement programs	1800
Management account	1800
Management account	1601

MARINE CORPS HOUSING MANAGEMENT MANUAL

Family Housing: (cont.)

Market analysis coordination	1906
Office	1106
Organization, responsibilities and functions	1100
Programming, acquisition and requirements determination	1900
Referral program and domestic leasing program	1500
Financial:	
Management of transient quarters	2507
Reporting	1609
Formulation of the maintenance plan	1705
Funding:	
Combination improvement and repair projects	1835
Improvement (R-2) projects	1834
Local authority (M-1 and R-1) projects	1832
Major repair (M-2) projects	1833
Furnishings	3003

G

Government transient quarters	2500
-----------------------------------------	------

H

Home enterprises	1224
Hours of operations	1509
Household goods, movement of	1517
Housing listings	1505
Housing referral:	
Counseling and assistance	1507
Responsibilities	1508
Services	1503
HQMC responsibilities (general officers quarters)	3102

I

Improvement (R-2):	
Project development	1822
Project life cycle	1830
Projects	1810
Incidental improvement (R-1):	
Project life cycle	1828
Projects	1809
Incrementation prohibition	1818
Inspection and acceptance of quarters	1218
Inspections (bachelor housing)	2700
Installation commander	1105
Installation family housing organization	1101

J

Joining installation	1208
Joint and coordinated housing referral offices	1502

MARINE CORPS HOUSING MANAGEMENT MANUAL

O

Occupancy:	
Bachelor housing	2102
Family housing	1219
Relations	1400
Occupant relations, responsibilities and liabilities (family housing)	1400
Occupant responsibilities:	
Bachelor housing	2003
General officers quarters	3100
Organization and functions of the Billeting/ Bachelor Housing Division	2300

P

Personnel support equipment standards	2107
Pest control	1408
Planning, programming and budgeting	1602
Policy on providing family housing	1004
Pretermination inspection	1229
Priority of assignment	1213
Program requirements	1501
Programming	1513, 1605, 1900
Programming policy	1901
Project:	
Approval authority	1806
Development submission	1819
Documentation	1823
Funding	1831
Identification/numbering	1805
Information	1803
Life cycle	1826
Scope	1802
Submission	1824
Survey/validation/prioritization	1816
Terminology	1804

R

Redesignation by installation commanders	1202
Reimbursements	1602
Rental charges	1302
Repair and improvement projects for GOQ's	1817
Reporting requirements	3202
Requirements determination	1904

MARINE CORPS HOUSING MANAGEMENT MANUAL

Responsibilities of activity commander:

Bachelor housing	2002
Family housing	1102
General officer quarters	3100
Installations having lease quotas	1515

S

Safety and security inspections	2704
Self-help program	2304
Semipermanent residence of court approved wards, foster children, and persons who have stood in loco parentis	1222
Special assignments	1216
Special command positions	3300
Special retention of quarters	1225
Standards of adequacy for private (off-base) quarters	2109
Standards of conduct	1510
Subletting of quarters	1223
Substandard government-owned quarters	1226

T

Temporary lodging allowance	2601
Termination inspections	1228
Termination of assignment	1227
Termination of assignment to quarters for reasons other than PCS	1231
Thermostat settings	1407
Training	2004
Transient aircrew quarters	2504
Transient quarters management	2500
Types of occupant related programs	1401

U

Urgent projects	1812
Use of family housing	2501
Utilization	2101

V

Vacate notice	1403
VHA termination and reinstatement	1005

W

Waiting lists	1210
Whole-house revitalization concept	1801